



Job Title: Project Assistant (Part-time)

Position Summary: Cheyney University invites applicants for a Part-Time Project Assistant to work within the Disadvantaged Business Enterprise Supportive Services Center. (DBE SSC).

Summary: The DBE SSC Project Assistant is responsible for carrying out the office and data management tasks related to developing and maintaining a high-quality Disadvantaged

Business Enterprise Supportive Services Center. The Project Assistant is responsible for all aspects of office management and administrative assistance to the DBE and DB SSC including scheduling and events management. Responsibilities also include development of marketing materials, update and maintenance of the website and client relationship database. The successful candidate must be able to apply program logic and the technical principles behind the center's operation to analyze data, including development of survey's and reports. The Project Assistant must be able to act within policy, make recommendations on policy and act with limited procedural guidance, to interpret program rules and policy to meet the needs of data collection for the center.

Responsibilities:

- Provide a full range of office management services including maintaining timesheets, ordering supplies, maintaining department files, word processing, and answering/screening telephone calls. Responsible for maintaining separate files, etc. for DB and DBE SSC
- Support each center's extensive procurement needs consistent with university and grant policies. Complete ad hoc reports on use of funds and centers' budget.
- Present data in user-friendly ways to allow data manipulation for situational analysis. Oversee data reviews and audits for accuracy.
- Perform program control activities for each center, applying rules and regulations to the processing of applications, grants, contracts and plans where data and/or requests must meet a circumscribed technical standard.



- Develop marketing materials for the program and DB and DBE firms, including fliers, registration forms, batch emails through the database and Constant Contact, capability statements and other marketing materials.
- Train associates and center clients on collection methodology for data and explain outcomes
- Occasional travel to supportive service events
- Other duties as assigned

REQUIREMENTS

Education, Training, and/or Experience:

Bachelor's Degree and a minimum of 2 years office management and/or project assistance which includes event coordination, database management, development of outreach/marketing information, website maintenance, scheduling and the collection, recording, compilation and presentation of program related information. Skilled in use of internet, social media and all aspects of Microsoft Office software

Excellent communication, verbal and written

Develop solutions to problems.

INSTRUCTIONS FOR APPLYING:

Please send a copy of your cover letter and resume to hr@cheyney.edu

*All offers of employment are subject and contingent upon satisfactory completion of all pre-employment criminal background checks.