This part-time Administrative Assistant will be responsible for assisting the Project Coordinator and the Project Director with this grant funded project’s function to reach its goals, including providing all necessary services to facilitate and support the Project Coordinator and Director in pursuing the implementation of prevention, education, and outreach initiatives (including research and application of evidenced based interventions) for the community and the campus (faculty, staff, and students) in the university’s role as a community catalyst to decrease substance use, related risky behaviors, and HIV incidence/prevalence, including evaluation (program implementation effectiveness research). This position reports to the Project Director and to the Project Coordinator in the absence of the Director

**Responsibilities:**

- Be on site at all times to assist the Project Coordinator and Project Director with flow of activities, purchasing and distribution of materials, management of the events calendar, including sending culturally appropriate monthly health and mental health flier emails.
- Assist the Project Coordinator and Project Director with the overall program facilitation
- Assist the project Coordinator and the Project Director in the facilitation of program implementation
- Assist the Project Coordinator and Project Director with purchasing and distribution of materials and supplies
- Assist the Project Coordinator and Project Director with the management of program schedule
- Assist the Project Coordinator and Project Director with data collection, entry, and management
- Assist the Project Coordinator and Project Director with record keeping and budget management or its facilitation
- Assist the Project Coordinator and Project Director In their roles as chief liaisons with key stakeholders, administrators, faculty, staff, students, Austin-Travis County Department of Health and Human Services, community-based partners, and with other relevant substance abuse and health networking as assigned;
- Assist the Project Coordinator and Project Director with the compilation and presentation of program information for internal and external use
- Assist the Project Coordinator and Project Director with the collection, tracking, monitoring, and maintenance of data to be provided in monthly reports
- Assist the Project Coordinator and Project Director with the facilitation and coordination of program activities and trainings,
- Assist the Project Coordinator and Project Director with special projects;
- Assist the Project Coordinator and Project Director with the preparation of reports, presentations, and policy manual;
- Assist the Project Coordinator and Project Director with the research and development of promotional materials;
- Assist the Project Coordinator and Project Director with the development of a system of accountability to report monthly progress toward goals to the Project director;
- Will incorporate innovative and creative strategies relative to job responsibilities, and use discretion and judgment to problem solve in a timely and effective fashion;
- Assist the Project Coordinator and Project Director with curriculum modification and policy manual development, if needed;
- Performs such other reasonable duties as may be assigned;
- Assist the Project Coordinator and Project Director with the facilitation of data record keeping and management with regard to program evaluation and accountability including survey administration (face-to-face and internet)
- Assist the Project Coordinator and Project Director with budget management
- Availability during some weekends and evening hours may be required
- Community and out of town travel and work during some week days and/or weekends may be required
- Experience working with the underserved communities and racial/ethnic minority groups and the ability to interact with underserved communities and/or racial ethnic minority groups in a culturally appropriate manner required
- Having served in the capacity of an administrative assistant, data entry clerk/manager or similar such other role before required
- Perform clerical duties, including all aspects of the project implementation: telephone answering and screening; maintaining appointment calendars; filing; worked processing; and data entry/management required
- Assisting with the overseeing of Student Consumer Health Advocates (CHAs)/Peers required
- Assisting with managing and ensuring the security and orderliness of the office and its contents required

Qualifications:

- Associates degree or two years of college work preferred, but a high school degree with at least 2 years of experience as an administrative assistant is acceptable.
- Excellent writing, speaking, interpersonal and organizational skills a must.
- Data entry and management experience.

Salary: Competitive salary range

Application Procedure:

Candidates should submit a letter of interest establishing qualifications for the position, a current resume, transcripts, and an HT application. HT applications can be found at http://htu.edu/offices/human-resources. This position is open until filled. Forward application packets to: humanresources@htu.edu or by mail to Director of Human Resources, Huston-Tillotson University, 900 Chicon St., Austin, TX 78702-2795. To ensure receipt of your application, please send it with a read receipt requested if emailed, or with a signature request if mailed. Applicants will be contacted as appropriate.

Huston-Tillotson University is an Equal Opportunity/Affirmative Action Employer

10/14/2013