## POSITION DESCRIPTION

<table>
<thead>
<tr>
<th>Job Title:</th>
<th>Program Assistant: Mellon Programs and Presidents’ Consortium</th>
<th>Department:</th>
<th>Programs: Mellon Programs Presidents’ Consortium</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reports to:</td>
<td>Senior Program Officer, Mellon Programs</td>
<td>Salary Range:</td>
<td>$50,000-$55,000</td>
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<td>Senior Program Director, Presidents’ Consortium</td>
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<tr>
<td>FLSA Status:</td>
<td>Exempt</td>
<td>FT/PT:</td>
<td>Full Time, Hybrid</td>
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### Position Summary

The Institute for Citizens & Scholars’ Program Assistant will be responsible for supporting the daily operations of the Mellon Programs and the College Presidents’ Consortium, and manages multiple initiatives for each.

### Essential Position Functions

- **Manage the MMUF Advancement Program:** develop overall project plans and timelines; prepare and update recruitment and application materials; coordinate selection meeting; engage with applicants and support Fellows, including response to queries, processing of stipend payments, and monitoring progress; track and monitor all program expenses via programs’ budget tracking spreadsheet; draft program reports to funder.

- **Support the Career Enhancement Fellowship (CEF) Program:** ensure that applications are complete and ready for committee review; assist in the production of the Retreat Program and related materials; support the Mellon Program Associate in creating the CEF newsletter.

- **Support the Mellon Mays Graduate Assistance Program (GAP):** run Google Classrooms by posting content, responding to inquiries, recruiting for Track I & II classes, and organizing one-on-one check-ins; match participants with mentors/coaches; support Bootcamp logistics.

- **Support the College Presidents’ Consortium:** manage data collection, assist in communication plans, coordinate and engage with program participants and partners; synthesize learnings for multiple initiatives including the civic preparedness measurement work and faculty professional development opportunities focused on civil discourse.

- **Assist with research/data management:** maintain program statistics; develop, initiate and analyze program surveys, and update Fellow tracking/status spreadsheets annually.

- **Assist with program evaluation:** log surveys, progress reports, and follow up as needed; create survey toplines for all programs.

- **Support payment requests and budget tracking:** prepare stipend payment requests for all programs and ensure that all program expenses are logged and tracked.

- **Assist with team logistics:** update related calendars in Outlook; monitor inboxes and respond to inquiries; monitor and replenish team supplies; assist with booking and logistics for all events; schedule Mellon and Civic Learning Field team travel to all program events; oversee social media content and digital communications.

- **Perform other duties as assigned.**
## Qualifications

- Bachelor’s degree or equivalent work experience required.
- Authorization to work in the United States.
- One or more years of non-profit program/project support or university administration experience.
- Excellent skills in writing, interpersonal communication, and other kinds of communication.
- Demonstrated commitment to historically underrepresented groups.
- High attention to detail; excellent organizational skills.
- Demonstrated ability and willingness to work well with people with diverse perspectives and experiences.
- Proficiency with various social media: Facebook, LinkedIn, Twitter, etc.
- Proficiency in MS Office Suite (Word, Excel, PowerPoint, and Outlook).
- Some travel to the NJ home office is required.

## Our Core Values

- We are constantly learning and improving. We test and refine new ideas and learn from our mistakes. We dare to question old solutions. We seek opportunities to collaborate with our diverse team; different backgrounds, skill sets, and thinking styles give us valuable new perspectives. We share knowledge and insights with each other to help us grow as individuals and as an organization.
- We value diversity, equity, inclusion, and belonging for all. We believe that we are stronger for our differences, and we acknowledge, respect, and appreciate them. We actively work with and learn from everyone—across all demographics, backgrounds, ideologies, and geographies. We identify areas where we differ and, for the good of the organization and each other, we explore and engage with differing perspectives.
- We are gracious and grateful in all that we do. We invest in our relationships with warmth and a sense of humor. We express gratitude to all our colleagues and stakeholders. While we strive for excellence, we recognize that no one is perfect. We give others the benefit of the doubt and act with kindness and integrity.
- We are attentive and intentional. We are aware of the needs of the world and those around us so that our work has a real impact. Our work is mission-driven and we know the “whys” – both large and small – behind what we do. Recognizing that details matter, we are equally committed to quality.

## Physical Demands of the Position

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Making substantial movements (motions) of the wrists, hands, and/or fingers to type, write, file, perform clerical tasks, and/or operate a computer.
- Speaking/talking to express or exchange ideas or provide instructions.
- Hearing with or without correction to perceive normal speaking levels.
- Must have the ability to receive detailed information through oral communication.
• Sitting at a desk frequently.
• Occasionally may have to exert 10-15 pounds of force to lift, carry, pull or otherwise move objects.
• Walking/moving about to accomplish tasks, from one part of the office to another.
• Visual acuity with or without correction to prepare and analyze data and figures, view a computer terminal, read extensively, operate office machines, and to determine the accuracy, neatness and thoroughness of the work assigned.

Work Environment

The work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this position.

• The employee will work up to three weeks of each month from a remote location and should be prepared to engage in work meetings via teleconferencing, with sufficiently robust internet access to do so.
• The employee must be prepared to participate in collaborative virtual and/or in-person meetings in the organization’s Princeton, NJ office during at least three consecutive days of one week each month (specifically, the Tuesday, Wednesday, and Thursday of Team Week), plus occasional other days as assigned.
• Periodically, the worker is subject to an office environment and there is climate control; not substantially exposed to adverse environmental conditions.

To Apply

Simply email your resume to opportunities@citizensandscholars.org with “Program Assistant” as the subject of the email. Please include your resume as a Word or PDF attachment to the email and paste your cover letter in the body of your email.

C&S will consider all qualified applicants for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, veteran status, or any other basis protected by law. This position may require pre-employment screening potentially including a criminal background check, verification of academic credentials, licenses, certifications, and/or verification of work history.