

Program Assistant, Project Open Door
Rhode Island School of Design

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Posted Feb. 1, 2019, expired Jun. 3, 2019

Job Title	Program Assistant, Project Open Door
Department	Teach + Learn in Art + Design
Institution	Rhode Island School of Design Providence, Rhode Island
Date Posted	Feb. 1, 2019
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Administrative Support/Services
Job Website	http://careers.risd.edu/postings/2064

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Job Description

RISD|Project Open Door (POD) is a college access initiative for urban youth housed in the Rhode Island School of Design's (RISD's) Department of Teaching + Learning in Art + Design (TLAD). It draws creative teens attending public and charter high schools in Rhode Island's urban core cities of Central Falls, Pawtucket, Providence and Woonsocket to participate in free out-of-school time art and design programming.

In support of POD, the Project Open Door Assistant will coordinate and complete a variety of administrative duties related to the day-to-day operations of the program, including maintaining enrollment documentation; program planning and execution; and data collection, tracking, and documentation related to program alumni and outcomes. The POD Assistant will and also serve as a mentor to POD program students.



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Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact

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