

Temporary Program Assistant
North Carolina A & T State University

Direct Link: <https://www.AcademicKeys.com/r?job=133205>

Downloaded On: Jan. 23, 2020 2:44am

Posted Nov. 8, 2019, set to expire Mar. 9, 2020

| | |
|-----------------------------|---|
| Job Title | Temporary Program Assistant |
| Department | Temporary Employment |
| Institution | North Carolina A & T State University Greensboro, North Carolina |
| Date Posted | Nov. 8, 2019 |
| Application Deadline | Open until filled |
| Position Start Date | Available immediately |
| Job Categories | Part-Time/Temporary Staff |
| Academic Field(s) | Fiscal Services Administrative Support/Services |
| Apply Online Here | http://jobs.ncat.edu/postings/19277 |
| Apply By Email | |
| Job Description | |

Temporary Program Assistant

Preferred Years Experience, Skills, Training, Education

Minimum

- Bachelor's degree and two years of experience related to the area of assignment; or and equivalent combination of training and experience.

All degrees must be received from appropriately accredited institutions.

Preferred

- Master's degree in an appropriate field preferred;

Temporary Program Assistant North Carolina A & T State University

Direct Link: <https://www.AcademicKeys.com/r?job=133205>

Downloaded On: Jan. 23, 2020 2:44am

Posted Nov. 8, 2019, set to expire Mar. 9, 2020

- Strong interpersonal and leadership skills in a team-oriented environment;
- Experience in program planning and administration;
- Ability to communicate effectively with people of diverse technical backgrounds and across technologies, disciplines and functions;
- Solid technical writing, presentation, reporting, and documentation skills.

additional Desired Qualifications

- Experience in Project Management;
- Demonstrated project leadership experience, including successful track record of completing deliverables on schedule and under budget;

Primary Purpose of Position

- Ability to independently manage grants and contracts with dynamic funding sources and programs including the preparation of budgets and monitoring of expenditures.
- Ability to manage financial and accounting, schedules, budgets, deliverables, communications, risks, quality, procurement, stakeholder's engagement as well as resource allocations and sub-contractor's performance
- Assist in the management of a variety of business functions with dynamic funding sources and functional programs. Interprets and modifies policies and procedures to facilitate and ensure the application of sound business practices.
- Conduct financial management responsibilities of the Institute and its Centers and performs budget analyses as well as budgetary forecasting.
- Assists in coordination of programs across all Centers including pre- and post-award agreements.
- Assist in completion of all administrative functions for human resources transactions including payroll for faculty, staff and students
- Support the Institute and its centers in development of grant proposals and budgets, and in reporting progress on existing projects with the ability to ensure compliance with program standards
- Serve as liaison to faculty and subcontracting organizations across the Institute and Centers, interprets policies and procedures, and provides services
- Strong English editing, interpersonal and communication skills
- Participate in research activities, in the evaluation and selection of seminar topics, instructional materials, and speakers;
- Work with Office of Contracts and Grants on budgeting functions related to accepted practices for fiscal management of all center under the institute.
- Prepare articles, proposals, monthly reports, quarterly newsletters, and educational material for publication
- Ensure compliance with program standards for University and all sponsors.
- Initiate and process budget transfers and process all expenditures including personal

Temporary Program Assistant North Carolina A & T State University

Direct Link: <https://www.AcademicKeys.com/r?job=133205>

Downloaded On: Jan. 23, 2020 2:44am

Posted Nov. 8, 2019, set to expire Mar. 9, 2020

reimbursements, travel, catering services and other inter-departmental invoices, manage P-card purchases receipts and reconciliations; review fund expenditures for appropriateness prior to submitting the requests for payment and act as resource person on Banner Finance system for the institute.

Primary Function of Organizational Unit

The Autonomous Control and Information Technology Institute is a multi-disciplinary institute that fosters collaborative, integrated research and educational programs.

Contact Information

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

Contact