



Work-Study Job Description Form

Job Title (not abbreviated):	Assistant to Director of Special Projects
Department:	Academic Affairs
Reports To:	Director of Special Projects
Supervision:	Sandra Copman
Date Created/Revised:	9/13/2016
Incumbent:	

General Description:

Coordinate, copy and scan materials; organize files; help prepare for NEASC visit; clean and organize cubicle area; assist with proposal development such as help with accessing research material; other various clerical tasks related to grant development. Assist with research for article development toward publication.

Location:

Urban College of Boston, 178 Tremont Street, Boston, 7th floor.

Specific Duties:

- Primary Departmental Duties:
 - see above

- Administrative and Organizational:
 - see above

Hours:

10

Requirements:

Computer, scanning, and copying skills, excel and other word /program expertise; research skills; organizational skills; willingness to be trained in research methods and use of basic research engines; excellent writing, oral, and reading skills.

Education / Training:

Minimum of High School Diploma