



# Crosby Scholars

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## Program Assistant –Crosby Scholars Program

### Position Information

<b>Company</b>	Crosby Scholars Community Partnership 2701 University Parkway Winston-Salem, NC 27105 <a href="http://www.crosbyscholars.org">www.crosbyscholars.org</a>
<b>Working Title</b>	Program Assistant – Advising and Junior/Senior Program
<b>Job Category</b>	Administrative/Professional
<b>Position Type</b>	Staff & Administrative
<b>Cycle of Appointment</b>	12 months
<b>Hours Worked Per Week</b>	Part-time position up to 29 hours per week
<b>Work Schedule and Hours</b>	Monday-Friday - some evenings and weekends required
<b>Salary Range</b>	Hourly Rate: Dependent upon experience and qualifications.
<b>Job Summary</b>	<i>Reporting to the Associate Director of College Access and to the Advisor Coordinator, the Program Assistant provides administrative support to the advising and junior/senior programs. Duties include; managing database, portal, and website; corresponding with advisors, parents, and students via multiple email accounts; data entry; managing mailings; updating reports; and coordinating advisor onboarding and training. The ideal candidate is one who is able to balance multiple priorities and tasks simultaneously.</i>

<p><b>Required Qualifications</b></p>	<p>A two-year degree is required and two years of related work experience.</p> <p>Strong communication and organization skills.</p> <p>Ability to learn student database for producing reports is essential. Proficient in Microsoft Office Suite and Google Drive.</p> <p>Exceptional attention to detail and strong work ethic.</p>
<p><b>Preferred Qualifications</b></p>	<p>Four-year degree.</p> <p>Experience working in a non-profit setting.</p> <p>Desire to work with high school students and parents.</p>
<p><b>Desired Knowledge, Skills and Abilities</b></p>	<p>Ability to establish and maintain effective working relationship with others.</p> <p>Ability to respond quickly and effectively to uncertainty and constant changes.</p> <p>Ability to succeed in a fast-paced environment.</p> <p>Ability to consistently be at work and on time, follows instructions (verbal and written), respond to management direction and seeks out feedback and coaching for continuous improvement.</p> <p>Ability to embrace and promote a diverse environment.</p>
<p><b>Working Conditions</b></p>	<p>Most of the work will be performed in an office setting although some work may be performed at schools, special events, and at the Crosby Scholars Academy. Must be able to do light lifting and have reliable transportation. A pre-employment background check and drug screening will be required.</p>

To apply, submit a resume to Megan Tang, Associate Director of College Access, Crosby Scholars Program at [mtang@crosbyscholars.org](mailto:mtang@crosbyscholars.org). The review of applications will begin immediately and will continue until the position is filled.

New team members are currently working full time in the office with the opportunity to be considered for a hybrid Work From Home schedule after 90-days of employment.