Position: Project Assistant (2 positions)  
Salary Range: AD-301-11/01 $30,712 Per Annum  
Location: Van Ness Campus  
Areas of Consideration: University-wide  
Responsible to: Director, Trio Programs  
Talent Search Program  
Vice President, Student Affairs  

Brief Description of Duties

Creates and maintains a database to track student progress and vital information as required by the Department of Education.

Provides assistance to students in completing college and financial aid applications.

Maintains office supplies and keeps track of inventory.

Assists teaching staff in classroom preparation and other classroom functions.

Plans and supervises extra-curricular activities that are outside of the scope of the academic program.

Tracks former students who are attending post secondary institutions.

Qualifications Required

Five years of specialized experience or an equivalent combination of education and experience is required. A Bachelor’s degree in education or social welfare or related field of study is preferred. One year of specialized experience must be equivalent to at least the next lower grade level. In addition, applicant must have computer skills in Access, Excel and File Maker Pro. Specialized experience is experience that equipped the applicant with the particular knowledge, skills, and abilities to perform successfully the duties of the position.

(see reverse side)
All candidates will be considered without regard to race, color, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, familial status, family responsibilities, matriculation, political affiliation, disability, source of income, place of residence or business.

The Residency Preference Amendment Act of 1988, D.C. Law 7-203, created a system which provides that any applicant for employment in the Career or Educational Services who is a bona fide resident of the District of Columbia may claim a residency preference at the time of application. An applicant selected for appointment based on District residency will be required to submit proof of bona fide District residency. Bona fide District residency must be maintained from the date of appointment to the position for five consecutive years.

This position is grant funded and it is subject to terminate at anytime.

This position is not in the collective bargaining unit.

Please submit a UDC Application and résumé to:

Ms. Hattie Rogers  
University to the District of Columbia  
Office of Human Resources  
Building 38, Suite 301  
4200 Connecticut Avenue, N.W.  
Washington, D.C. 20008