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| **Job Title:** i4 Project Assistant | **FLSA Classification:**Nonexempt |
| **Reports to:** Associate Professor of Computer Science | **Location:**Austin, TX |
| **Department:** Institute for Interdisciplinary Science | **Division:**NSCI |
| **Employment Category:**Part-Time/Temporary | **Paygrade:** 316 |

**PRIMARY PURPOSE OF POSITION**

The Institute for Interdisciplinary Science (i4) invites applications for a Project Assistant position to provide assistance with the administration, planning, and implementation of the Institute.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

* Maintain the institute records, program budget and orders, correspondence, and routine office operations.
* Design materials and develop resources for reporting and dissemination.
* Assist in program planning, implementation, evaluation, and reporting.
* Assist in coordinating cooperating agreements with cross-sector partners.
* Assist in the management of internships, faculty professional development grants, and research opportunity awards.
* Assist in the planning and organizing i4 sponsored events.
* Provide support for outreach initiatives, including website maintenance and social media presence.
* Promote i4 to students and faculty through classroom visits, presentations, and workshops.
* Coordinate administrative institute activities including contract, transportation, reservations, stipend requests, and master calendars.
* Occasional travel is required.
* Perform other related duties as required.

**QUALIFICATIONS**

* Bachelor’s degree is required in aligned fields. Master’s degree is preferred.
* Industry and/or career counseling experience preferred.
* Experience working collegially in a diverse multicultural community.
* Excellent verbal, written, and interpersonal communication skills.
* Ability to manage tasks and projects independently as well as collaboratively with a team.
* Ability to manage multiple tasks, handle confidential information and interact confidently with faculty, staff, and students.
* Must be available for occasional travel.
* Successful candidate must complete an education and/or criminal background check.

**WORKING CONDITIONS**

This is a non-exempt 30 hours/week benefits-eligible position and is funded through a grant from the National Science Foundation.

**PHYSICAL REQUIREMENTS**

If the job is physically demanding, this should be stated in the job description. A physically demanding job is one where the incumbent is required to stand for extended periods of time, lift heavy objects on a regular basis, do repetitive tasks with few breaks, and so forth.

(ADA Guidelines)

(Use these as a staple and arrange in accordance to the positions physical demands)

The expectations listed below are representative of the abilities that may be needed to fulfill the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Physical strength/endurance to enable him/her to perform/participate in the following activities:

* Physically able to lift various materials up to 25 pounds on an occasional basis.
* While performing required job tasks, physically able to bend, crouch and reach continuously.
* While performing required job tasks, physically able to remain seated, frequently to continuously.
* While performing required job tasks, physically able to remain standing up to 15% of the time.
* Possesses dexterity abilities required to operate a computer and other office equipment to perform related job responsibilities.

**SUPERVISORY RESPONSIBILITIES**

**SUPERVISION RECEIVED:** Direct supervision is provided by the Faculty member assigned.

**SUPERVISION EXERCISED:** None.

**EXPECTATIONS**

*This document describes the general purpose, duties and essential functions associated with this job and is not an exhaustive list of all duties that may be assigned or skills that may be required.*

*I have read and understand my job description and acknowledge that management reserves the right to change or reassign job duties or combine jobs at any time.*

Employee (Print Name): Date:

Employee (Signature): Date:

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|  | HR OFFICE USE ONLY: |
| **Approved by:** | *Signature of the person with the authority to approve the job**description* |
| **Printed Name of****Approver:** | *Printed name of the person with the authority to approve the job**description.* |
| **Date****approved:** | *Date upon which the job description was approved* |
| **Reviewed:** | *Date when the job description was last reviewed* |