

**Position: Program Assistant** for the Program and Professional Development Division

**Reports To:** Vice President of Program and Professional Developments

The Program Assistant for Program and Professional Development provides administrative assistance to the Vice President and staff of Program and Professional Development. This role serves as liaison to the TRIO community and other external constituencies concerning the professional development efforts of the COE

**Specific Responsibilities:**

- Updating and monitoring the IMIS data base entries and reports for accurate and current training seminar and seminar applicant/attendee information.
- Writing correspondence, memoranda, and providing accurate summary data and evaluation data for the interim and final performance reports concerning TRIO training seminars.
- Involvement with the planning, coordination, and implementation of COE conferences and professional development seminars including Policy Seminar, Relations with the Department of Education Seminar, Proposal Writing Workshops, Annual Conference, Professional Development Webinars, Online Classes, Technical Assistance Trainings and other grants/training developed by the Division.
- Coordinating and negotiating logistics with hotel properties for meetings and seminars.
- Providing efficient office administration for the Division.
- Serving as receptionist on a rotational basis.
- Provides support in member services with a focus on customer service.
- All other duties as assigned.

**Position Requirements:**

- Bachelor's degree required
- Have working background of TRIO Programs or other access and/or success programs
- Excellent oral and written communications ability
- Organizational skills
- Ability to travel for professional development workshops conducted by COE
- Computer skills, including proficiency with Microsoft Office applications
- Ability to relate to and communicate with diverse groups of individuals as a trusted team player.
- **Instruction to Apply.**
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- Email Cover Letter and Resume to Alvin Phillips at [alvin.phillips@coenet.org](mailto:alvin.phillips@coenet.org)
- Subject Line: Special Assistant to the Executive Vice President
- Absolutely No Phone Calls This is not a remote position.