

POSITION DESCRIPTION

Program Assistant, Five College Center for East Asian Studies (CEAS)

Organizational Unit	Development and Sponsored Programs
Program/Project	Five College Center for East Asian Studies
Supervisor	Director, Five College Center for East Asian Studies
Hours/Week	28 (part-time)
Weeks/Year	52
Appointment Term	n/a
FTE (Calculated)	0.8
FLSA Status	Non-exempt
Date	January 5, 2023

Job Summary

The Five College Center for East Asian Studies (CEAS) supports, encourages, and improves the teaching of East Asian cultures in elementary, middle, and secondary schools, and in colleges and universities in the Northeast. The Center maintains a resource library, publishes a weekly email bulletin, and conducts seminars, institutes, conferences, and workshops for educators.

The Program Assistant for the Five College Center for East Asian Studies provides essential program support which includes bookkeeping and payment processing, editorial support for the Center's weekly electronic newsletter, and maintenance of the Center's website and databases. In addition, the Program Assistant regularly communicates program information to faculty and K-12 teachers. The Program Assistant is expected to maintain the daily activities of the Center in the absence of the Director.

Importance of Diversity to our Educational Mission

Five Colleges, Incorporated and its five associated institutions (Amherst, Hampshire, Mount Holyoke and Smith Colleges and the University of Massachusetts Amherst) are committed to supporting and sustaining a diversity of people, backgrounds, experiences, ideas and points of view for the essential contribution this diversity makes to educational missions of our organizations. In support of this commitment Five Colleges requires all of its employees to work cooperatively and effectively with the diversity of people at the colleges (students, faculty members, other employees) and within the organization itself.

Duties

- Regularly communicate with faculty and K-12 teachers to provide and collect information
- Assist with the logistical and operational aspects of the Center's programming
- Process payment requests and invoices, conduct quarterly accounts reconciliation
- Update website content

- Maintain databases (lending library, finances, mailing lists, program participants)
- Edit the weekly bulletin
- Manage the resource library
- Prepare supporting materials for grant proposals and reports
- Perform other related duties as assigned

Minimum Qualifications

- High school diploma or equivalent, and three to five years of relevant experience or an equivalent combination of education and/or experience
- Demonstrated ability to effectively manage and prioritize tasks and deadlines
- Effective communication with diverse groups of people
- Excellent organizational skills
- Excellent written and oral communication skills
- Working knowledge of Microsoft Office suite, Google Workspace, databases
- Experience in expenditure tracking and reporting
- Website or blog content management experience
- Capacity to meet (with or without accommodation) the physical expectations of the position, which include: ability to comprehend written and verbal communication; ability to evaluate multimedia material in the resource library; and ability to communicate effectively in person, by telephone, by videoconference, and via email
- Ability to pass a post-offer background check
- Ability to comply with Five Colleges, Incorporated's COVID-19 vaccination policy, or to qualify for an exemption

Preferred Qualifications

- Familiarity with the cultures of East Asia (China, Japan, Korea) or experience working with people from a culture different from one's own
- Experience with the website content management software Drupal
- Experience with the learning management system Moodle
- Availability to work occasionally on weekends
- Availability to travel occasionally within New England to represent the Center at events
- Experience working in an educational environment
- Familiarity with social media, specifically experience posting content on Facebook