

# ADMINISTRATIVE ASSISTANT - ADVANCING RESEARCH CAPACITY

**REPORT TO:**  Sr. Vice President of Strategic Initiatives and Principal Investigator of the

Collaborative Research Project.

**E CLASS:** Full-time (Grant-funded, tentative pending funding)

**FLSA:** NON-EXEMPT

# PURPOSE:

The Research Program Administrative Assistant will provide essential support for the daily operations of the research project within the Office of Strategic Initiatives. This includes assisting in the implementation of project activities related to both internal and external collaborations with the lead principal investigator for the HBCU Advancing Research Capacity Project, as well as The Ujima Collective. The role ensures effective communication among partner institutions and involves managing administrative tasks, coordinating schedules, and facilitating documentation to support the lead principal investigator in strategic planning and execution. Additionally, the Administrative Assistant will assist in coordinating activities between the lead institution (Miles College) and collaborating institutions (Howard University, Tennessee State University, Morgan State University, and Winston-Salem State University).

The position is funded by the National Science Foundation Award #2430319 **NSF Collaborative Research: Ideas Lab,** T*he HBCU Ujima Collective:* Building Research Capacity at HBCUs through a Grow Your Own Research Corps Model, and no expectation of employment outside the annually reviewed grant funding should be assumed.

# PREFERRED QUALIFICATIONS:

* *Experience with grant management and administration is highly desirable, preferably working on an active NSF and/or HBCU Advancing Research capacity project.*
* Strong verbal and written communication skills to represent the interests of strategic initiatives, research, and collaboration projects
* Experience working with research projects across HBCU campuses
* Ability to manage multiple priorities in a fast-paced environment with strong attention to detail.
* Proficiency in Microsoft Office Suite, Google, Box, Basecamp, AI, and administrative software tools.
* Prior experience working in higher education or a related field is preferred.
* Experience in planning and coordinating events.
* Experience with research projects or working in an academic setting.

# QUALIFICATIONS:

* Bachelor’s degree in a field directly related to the fields of study of the research project, Social Sciences (Criminal Justice or Psychology, Business or Engineering preferred, or other STEM discipline).

# ESSENTIAL JOB FUNCTIONS AND RESPONSIBILITIES:

# Assist with the implementation of project activities at the lead institutions.

# Host the Zooms, send out the agenda for the regularly conducted Principal Investigator Meetings and other project-related meetings.

# Prepare and distribute timely "action minutes" from meetings and ensure follow-up on action items.

# Provide assistance to the principal investigator and other personnel on campus and across the five campus collaboration to manage project timelines, ensuring milestones and deliverables are met.

# Assist with the maintenance project documentation, including reports, training materials, and meeting records.

# Assist with the setup of training sessions, workshops, and other capacity-building activities.

# Assist with the deployment after-training evaluations by keeping an up-to-date internal and external partner contact list.

# Manage and file all data related to project activities in shared file services (Box, Google Drive, etc.).

# Assist with the tracking required for the program implementation dashboard

# Engage with internal and external stakeholders to promote project goals and activities for strategic initiatives nd its internal and external partners.

* Serve as the lead liaison for undergraduate and graduate students who engage in activities related to the project.

# KNOWLEDGE, SKILLS & ABILITIES:

* Excellent organizational and time-management skills.
* Proficiency in office software applications (e.g., Microsoft Word, Excel, PowerPoint).
* Experience or willingness to learn AI platforms that enhance work and research productivity
* Ability to handle confidential information with discretion.
* Proficiency in project management software and tools such as ChatGPT, AI, Canva, and Google Suite.
* Strong attention to detail and accuracy in performing tasks.
* Contribute significantly to creating and maintaining a positive collaborative environment within a team.
* Familiarity with learning management systems (Canvas, Blackboard, Moodle, etc).

**WORK ENVIRONMENT:** The work is performed in a standard office environment. The position requires the ability to sit for extended periods, use office equipment such as computers and printers, and occasionally lift up to 25 pounds.

**TRAVEL:** Some travel may be required for this position

*\*\*This position description is a general guideline for work behavior and is not intended to be a comprehensive listing of all job duties. Therefore, it is also not, nor can it be implied to be, a contract of employment.*

**SPECIAL INSTRUCTIONS TO APPLICANTS:**

A criminal background check will be conducted. *No phone calls will be accepted.* **Interested applicants should submit a resume, cover letter, and application to hr@miles.edu. *Must be legally authorized to work in the United States without need for employer sponsorship, now or at any time in the future*.** Due to the large volume of inquiries, applicants will only receive a response if there is a match, at which point the applicant will be contacted for an interview.

**NOTICE OF NON-DISCRIMINATION**

Miles College is an equal-opportunity employer dedicated to building an inclusive and diverse workforce. Miles College does not discriminate in its educational programs and activities based on race, color, religion, ethnic or national origin, age, disability, sex, gender, gender identity, gender expression, sexual orientation, veteran status, or any other bases prohibited by law.  Inquiries about the application of Title IX and its supporting regulations may be directed to the Title IX Coordinator, Brown Hall Room 101, 5500 Myron Massey Blvd Fairfield, AL 35064, 205-929-1440, [titleix@miles.edu](mailto:titleix@miles.edu). For information on the Title IX Sexual Harassment/Sexual Assault policy and grievance procedures, please [Click here](https://www.miles.edu/sites/default/files/2024-07/Amended%20Policy%20Prohibiting%20Discrimination%20Based%20on%20Sex%20Under%20Title%20IX%20%202024.pdf).

**TITLE IX / STATEMENT OF NONDISCRIMINATION**

As set forth in this Policy, MILES COLLEGE prohibits discrimination on the basis of sex in its programs and activities. As defined by Title IX, discrimination on the basis of sex includes discrimination on the basis of sex stereotypes, sex characteristics, pregnancy or related conditions, sexual orientation, and gender identity.

MILES COLLEGE does not discriminate in its admissions practices, except as permitted by law, in its employment practices, or in its educational programs or activities on the basis of sex. MILES COLLEGE also prohibits retaliation against any person opposing sex discrimination or participating in any sex discrimination investigation or complaint process, whether internal or external to MILES COLLEGE. Sex-based harassment, sexual assault, dating and domestic violence, and stalking are forms of sex discrimination that are prohibited under Title IX and by the college's [Title IX Policy](https://www.miles.edu/sites/default/files/2024-07/Amended%20Policy%20Prohibiting%20Discrimination%20Based%20on%20Sex%20Under%20Title%20IX%20%202024.pdf).

[.](https://www.miles.edu/sites/default/files/2024-07/Amended%20Policy%20Prohibiting%20Discrimination%20Based%20on%20Sex%20Under%20Title%20IX%20%202024.pdf)