Part-Time Program Assistant

Hours: 15-20 per week
Compensation: Commensurate with experience
Supervisor: Amy Ferrer, Executive Director
Agency: American Philosophical Association (APA)

Description
The Program Assistant will assist with a variety of activities related to the APA's grants from the Andrew W. Mellon Foundation, which focus on diversity and inclusiveness in the field of philosophy. Specific activities will include the following:

- Assist with the APA's grant supporting undergraduate diversity institutes in philosophy, including the following:
  - Plan annual mentoring workshop and coordinate logistics with facilitator, participants, and other key personnel
  - Coordinate development and mailing of informational materials to undergraduate philosophy programs
  - Create and distribute surveys to institute alumni and mentors for information and evaluation purposes
  - Research and track diversity institute alumni outcomes
  - Coordinate with undergraduate diversity institutes to gather and analyze data on institute participation and performance
  - Handle logistics and minutes of in-person and virtual meetings of the Diversity Institute Advisory Panel
  - Plan annual diversity institute alumni luncheon and coordinate logistics with speakers, participants, and other key personnel
  - Maintain a list of diversity institute alumni, with contact information, and circulate information on alumni activities to that list
  - Review and approve travel funding requests for the Diversity Institute Alumni Fund
  - Coordinate travel reimbursements, including corresponding with participants about funding limits and eligible expenses, assisting with the preparation of reimbursement forms, and working with accounting clerk to issue reimbursements

- Assist with the APA's grant (operated jointly with the American Historical Association) exploring needs and circumstances of philosophy faculty at historically black colleges and universities (HBCUs), including the following:
  - Assist with the creation and distribution of a survey of HBCU faculty
  - Develop and maintain an up-to-date contact list of philosophy faculty at HBCUs
  - Assist in planning and coordination of focus groups of HBCU faculty in philosophy and history, to be held in summer 2018
  - Assist in development of a report of the findings of the aforementioned survey and focus groups
Support grant steering committee as needed
• Together with the executive director, prepare required reports on the grants
• Update APA website as necessary
• Assist with other projects as assigned

Qualifications
• Excellent written and oral communication skills
• Experience with event planning and coordination
• Experience with data gathering and contact management
• Proficiency with Microsoft Office suite, especially Excel
• Demonstrated ability to work independently and exercise good judgment
• Familiarity with the academic discipline of philosophy preferred
• Familiarity with diversity issues in higher education preferred

To Apply
Fill out the application form on our website at http://www.apaonline.org/employment.

Equal Opportunity Employer
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