Part-Time Program Assistant

**Hours:** 10 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 grant from the Andrew W. Mellon Foundation to support undergraduate diversity institutes in philosophy. Specific activities will include the following:

- Assist with work of the APA’s Diversity Institute Advisory Panel (DIAP), including the following:
  - Handle logistics and assist with planning of mentoring workshops
  - 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
  - Handle logistics and minutes of in-person and virtual meetings of the DIAP
- Plan diversity institute alumni receptions
- Coordinate with undergraduate diversity institutes to gather data on participation, application, and outcomes
- Maintain a list of diversity institute alumni, with contact information, and circulate information on alumni activities to that list
- Assist with the PIKSI (Philosophy in an Inclusive Key Summer Institute) Ambassadors program, including the following:
  - Coordinate campus visits for PIKSI Ambassadors
  - Promote PIKSI Ambassadors program to undergraduate philosophy programs
- 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

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