

Job Title:**Administrative Assistant for FAN Training within the Fussy Baby Network
FEDERAL WORK STUDY (1 POSITION AVAILABLE)**

September 24, 2020

The Fussy Baby Network within Erikson Institute, a graduate school in child development located in downtown Chicago, is seeking to hire a part-time hourly federal work study administrative assistant. Under the supervision of Executive Director, Associate Director for Training and Dissemination and Associate Director of Operations, this position provides clerical and technological support to carry out specially assigned tasks, including:

- Provide Zoom and technical support during virtual FAN Training sessions
- Introduce FAN trainers, and serve as technology point of contact to trainers and trainees
- Support data-collection, entry and analysis including but not limited to: trainee feedback, trainer feedback, and various demographics
- Assisting Directors in calendar management, which may include scheduling and communicating with FAN National Network partners
- Assist with logistics for biannual FAN National Network conferences
- Assist to implement FAN curriculum changes, including but not limited to PowerPoint, Word documents and PDFs
- Other duties and special projects as assigned
- Bonus: This position will have the opportunity to receive FAN Level I certification

Qualifications:

- Proficiency in Zoom platform
- Proficiency in use of Microsoft Office Suite and Excel
- Proficiency in Adobe Acrobat Pro
- Proficient in one or more database systems, and ability to learn new systems
- Ability to meet assigned deadlines
- Accuracy and attention to detail
- Ability to work independently
- 4-year undergraduate degree minimum
- Must be a matriculated student or current active student in good standing

About Erikson

Founded in 1966, Erikson Institute is one of the nation's leading graduate schools in child development and early childhood education. It is a private, independent, NCA-accredited graduate school offering master's degrees, a Ph.D., graduate certificates, and professional development courses in child development and early childhood education. Erikson

provides a variety of employee benefits, including excellent health and dental plans, life/disability insurance, transit stipend, matching retirement contributions, and more. To learn more, visit our Web site at www.erikson.edu

Erikson Institute is an equal opportunity employer. We consider all applicants for employment without regard to race, religion, color, age, sex, national origin, citizenship, ancestry, marital or parental status, sexual orientation including gender identity, gender expression, military discharge status, physical or mental disability, or any other status or characteristic protected by law. In addition, Erikson Institute provides reasonable accommodations to qualified individuals with disabilities in accordance with the Americans With Disabilities Act and applicable state and local laws (including during the application or hiring process).

To Apply:

Please email a cover letter and resume to:

Monique Foster

Sr. Associate Director of Financial Aid

Erikson Institute

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