Erikson DCFS Early Childhood Project-Administrative Assistant Federal Work Study (2 positions available)

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 the Clinical Supervisor, this position provides routine support to the DCFS Early Childhood Project. The DCFS EC Project works in collaboration between Erikson Institute and Illinois Department of Child and Family Services on behalf of young children and their families with DCFS involvement.

Roles & Responsibilities:
Provides clerical support for the Projects’ day to day operations, including:

- Generation of resource list for therapeutic services for young children through calling service providers, inquiring about services and funding sources
- Entering data and eventually developing Excel spreadsheets
- Copying/scanning documents
- Assist Project Data Assistants with collecting, organizing, and reporting data related to developmental assessments for children in Intact and Placement DCFS cases
- Assist Project Data Assistants with weekly case assignments
- Conduct survey questions to home visiting providers
- Assist Home Visiting Specialists with data management, and at times assistance in preparing reports related to data outcomes.
- Other duties as assigned

Qualifications:
- Proficiency in use of Microsoft Office Suite and Excel
- Ability to meet assigned deadlines
- Accuracy and attention to detail
- Ability to work independently
- Ability to lift 50 pounds
- 4 year undergraduate degree minimum
- Must be a matriculated student or current active student in good standing
- Ability to pass a background check

About Erikson Institute
We are the premier early childhood development organization committed to ensuring that all children have equitable opportunities to realize their potential.

Erikson Institute’s graduate school uniquely prepares child development, education, and social work leaders to improve the lives of young children and their families. Our impact and influence are further amplified through our innovative academic programs, applied research, direct services in the community, and advocacy and policy and leadership.

Erikson Institute is an equal opportunity employer. We consider all applicants for employment without regard to race, color, religion, national or ethnic origin, gender, gender identity, gender expression, sexual orientation, marital status, age, disability, veteran status, or any other classes protected by federal, state, or local laws. 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 learn more, please visit our web site at www.erikson.edu

To Apply:
Please email a cover letter and resume to:
Monique Foster
Sr. Associate Director of Financial Aid
Erikson Institute
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Chicago, IL 60654
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