



POSITION DESCRIPTION:

Admin Assistant (Graduate Students)

The Choice Program at UMBC provides mentoring and advocacy services to young people--primarily Black and Latinx-- throughout central Maryland. We utilize a community-based, family-centered approach in order to promote quality outcomes for young people and families. We engage in a collaborative process of service: where young people set goals for themselves and are held accountable by supportive adults along the way. Our approach to youth development is grounded in applied critical race theory and culturally responsive, trauma-informed, restorative practices. We strive to be an anti-racist organization grounded in several core values: holistic development, the belief in humans, dismantling hierarchies, and youth-centeredness.

OVERVIEW

The Choice Program is excited to offer summer/spring graduate assistant positions as a supportive position to those offering direct mentoring and case management services to youth in Baltimore. The admin assistant will complete administrative tasks for different programs within the organization. The assistant is directly accountable to and supervised by the Associate Director of Programs . The Choice assistant maintains a flexible schedule not to exceed 10 or 20 -hours a week based on appointment parameters.

This position works to equip direct service staff with administrative support, mainly writing reports based on qualitative and quantitative data, and entering data into ETO software. This position requires an individual to write objectively, using strengths-based language. The ideal candidate has amazing time management and organization skills, with the ability to work independently and meet deadlines.

KEY RESPONSIBILITIES

- Supports the entire organization; sharing responsibility for administrative services, including but not limited to:
 - Qualitative and quantitative reports, using ETO Software, Excel, and Microsoft Word
 - Weekly reports which summarize youth's weekly involvement with the program
 - Court reports which are disseminated to case managers, state's attorney, and juvenile magistrates
 - Monthly individual youth reports which summarize youth's engagement in

the program and are disseminated to the Department of Juvenile Services

- Adheres to program personnel and procedure manuals and to Choice confidentiality policies
- Attends virtuals/in person training related to position duties

QUALIFICATIONS:

- Graduate student at UMBC
- Excellent oral and written communication skills
- Leadership experience
- Experience working with Microsoft tools
- Basic understanding of data analysis and Excel
- Commitment to fulfill appointment term
- Ability to work independently and as a team member
- Ability to project a positive attitude and use a strength based approach
- Must have access to computer and internet
- Experience writing legal documents is a plus

COMPENSATION:

20 hour per week masters level GA: \$822.32/bi-weekly

10 hour per week masters level GA: \$411.16/bi-weekly

Eligible for in-state tuition rates

Availability required:

Flexible. Tasks are completed virtually and must be completed by established due dates.

*In person training will be required during training period (location on UMBC's campus)

*Evening and weekend work can occur, based on availability (virtual)

APPLICATION:

To apply please submit the following materials to choiceserves@umbc.edu:

1. A resume, cover letter
2. A writing sample will be required (prompt provided) upon receipt of the resume and cover letter

After materials are received, a single interview will be scheduled before a determination is made.