

VACANCY ANNOUNCEMENT

Position Title: TRIO Administrative Assistant,
McNair Scholars Program & TRIO Student Support Services (SSS)
Position Type: Part-Time (25 hours/week)
Hourly Wage: \$20/hour



ABOUT THE RESEARCH FOUNDATION FOR SUNY:

The Research Foundation for The State University of New York (RF) is the largest comprehensive university-connected research foundation in the country.

Our mission is to provide talent, services, and technology that empower SUNY to research, innovate, and transfer discoveries that transform the world's knowledge economy.

Our vision is to make SUNY the best place for faculty, students, and staff to research, innovate and solve the world's most pressing problems.

The RF serves SUNY by providing essential administrative services that enable faculty to focus their efforts on educating students and performing life-changing research across a wide range of disciplines including Artificial Intelligence, Clean Energy, Biotechnology, Longevity, Substance Addiction, Nextgen Quantum Computing, Environmental Health, and Resiliency. We work with the academic and business leadership of SUNY campuses to facilitate research and discovery by administering sponsored projects and delivering intellectual property and technology transfer services that fuel innovation and move ideas and inventions to the marketplace.

The RF is committed to diversity, inclusion, and a working environment that enhances productivity creates personal and professional opportunities, unleashes everyone's full potential, and fuels innovation. We hold the organization and each other to the highest standards of integrity, accountability, and ethical behavior.

Visit www.rfsuny.org and connect with us on Facebook, Twitter, and LinkedIn. Learn about SUNY at www.suny.edu.

SUNY GENESEO:

Located in Upstate New York, SUNY Geneseo is regarded as one of the nation's finest public liberal arts colleges. This reputation was built on the work of the thousands of extraordinary faculty and staff who have dedicated their time and talent to the College for over 150 years. <http://www.geneseo.edu/>

JOB DESCRIPTION:

Function and Scope:

The TRIO Administrative Assistant provides administrative and operational support to the SUNY Geneseo McNair Scholars Program and Student Support Services (SSS) Program. This position works collaboratively with both program directors and staff to support student services, maintain program records, coordinate event logistics and assist with recruitment.

The successful candidate will be highly organized, detail-oriented, and able to manage multiple priorities while maintaining confidentiality and delivering exceptional customer service to students, faculty, and campus partners.

DUTIES:**Program Administration:**

- Maintain confidential participant files and electronic records for both TRIO programs.
- Maintain student databases (including EAB Navigate and other required tracking systems).
- Assist with participant eligibility verification and documentation.
- Assist with preparation of required reports, forms, and grant documentation.
- Monitor office supplies, inventories, and equipment.
- Provide general administrative support to both program directors and staff.
- Assist with scheduling appointments, meetings, and calendars.

Student Support:

- Serve as the first point of contact for students, faculty, families, and campus partners.
- Respond to routine questions and direct students to appropriate staff.
- Assist students with forms, applications, scheduling, and program requirements.
- Help maintain welcoming and inclusive office environments.

Program Events & Logistics:

- Coordinate logistics for workshops, orientations, trainings, cultural events, and student programming.
- Reserve rooms, arrange catering, prepare materials, and assist with event setup.
- Assist with travel arrangements for conferences, graduate school visits, and student trips.
- Support evening and occasional weekend programming as needed.

Recruitment & Communications:

- Assist with on-campus recruitment events and presentations.
- Support application processing and participant selection.
- Maintain communication with participants regarding upcoming events and deadlines.

Data Management & Compliance:

- Assist with accurate documentation required by U.S. Department of Education TRIO grants.
- Assist with data collection for Annual Performance Reports and program assessments.
- Maintain confidentiality of student information in accordance with FERPA and Research Foundation policies.
- Assist with special projects and other duties as assigned.

REQUIREMENTS:**Education/Experience:**

- Associate's degree required; Bachelor's degree preferred.
- One year of administrative support experience.
- Excellent organizational and time-management skills.
- Strong written and verbal communication skills.
- Proficiency with Microsoft Office Suite, Google Workspace, and database management.
- Ability to maintain confidential records.
- Ability to manage multiple projects with competing deadlines.

REQUIREMENTS (cont'd):

Preferred Qualifications

- Experience working in higher education.
- Experience with federally funded TRIO programs or similar educational support programs.
- Experience using EAB Navigate or comparable student information systems.
- Experience coordinating events and student programming.
- Familiarity with first-generation, low-income, and underrepresented student populations.

Schedule:

- Approximately 25 hours per week
- Flexible schedule based on program needs
- Occasional evening and weekend availability for student programming and events

ADDITIONAL INFORMATION:

As an Equal Opportunity / Affirmative Action Employer, The Research Foundation for SUNY will not discriminate in its employment practices due to an applicant's race, color, creed, religion, sex, pregnancy-related conditions, reproductive health decisions, childbirth or related medical conditions, sexual orientation, gender identity or expression, transgender status, age, national origin or ancestry, marital status, familial status, citizenship, physical and mental disability, prior arrest or conviction record, genetic characteristics/genetic information, predisposition or carrier status, domestic violence victim status, military status or service, veteran status, or any other characteristics protected under federal, state or local law. The Company will not discharge or in any other manner discriminate against employees or applicants because they have inquired about, discussed, or disclosed their own pay or the pay of another employee or applicant.

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Review of applications will begin immediately and continue until the position is filled.

The Research Foundation for the State University of New York is not an agency or instrumentality of the State of New York. Employees of the Research Foundation for the State University of New York are not state employees, do not participate in any state retirement system, and do not receive state fringe benefits. The Research Foundation for the State University of New York operates under a contract with The State University of New York and receives no directly appropriated state funding.

APPLICATION INSTRUCTIONS:

Applicants interested in applying must submit a Research Foundation Employment Application, resume, and cover letter via e-mail to Mr. Daniel Islam, Program Director TRIO McNair, at aislam@geneseo.edu.

The [Research Foundation Employment Application](https://www.rfsuny.org/media/rfsuny/forms/hafrm011_fillable.pdf) is located at https://www.rfsuny.org/media/rfsuny/forms/hafrm011_fillable.pdf