

COLLEGE UNBOUND

Title: Faculty Affairs Assistant
Location: Providence, RI
Status: Part-time
Schedule: Hybrid - 20 hours a week
Rate: \$30 - \$32 per hour

Organizational Overview: College Unbound (CU) is an accredited and state-approved college whose mission is to reinvent the higher education experience for underrepresented returning adult learners. Through rigorous and engaged scholarship, College Unbound integrates students' own purposes for learning with the needs of their workplaces and communities, improving the lives of the students and the lives of those they touch. Started in RI, College Unbound now supports students across multiple states and looks to continue to develop an infrastructure to support this developing model.

Position Summary: The Faculty Affairs Assistant supports the faculty administrative functions and programs in Lifelong Learning. Reporting to the Associate Provost for Administration, Advising and Academic Support, the individual in this role assists with semester-to-semester recruiting, hiring, onboarding, credential verification, and logistics related to faculty programs. The assistant also provides support for scheduling interviews, post-interview communications, and meeting coordination. This is a part-time 20-hour per week position. Some faculty meetings may occur in the evenings.

Primary Duties and Responsibilities:

- Assist with recruiting cycles by posting job descriptions, tracking application workflow, interview scheduling, database maintenance, and communications.
- Coordinate logistics including communications, planning, and coordination of faculty events and programs, such as new faculty orientations and faculty development workshops.
- Support the annual faculty contract process by serving as a liaison between Lifelong Learning and Human Resources, creating AOH forms, and assisting in follow-up with new faculty.
- Provide administrative support for Lifelong Learning projects and initiatives, as needed.

Required Qualifications:

- Bachelor's degree
- 1-2 years of professional experience in a related area, e.g. office operations, academic administration, human resources for faculty affairs. etc.

- Proficiency with Google Suite
- Must be willing to maintain a flexible schedule including evenings and weekends
- Strong organizational, verbal, and written communication skills

Preferred Qualifications:

- 1-2 years of experience in higher education administration

Application Instructions:

Applicants should submit a cover letter and resume to jobapplications@collegeunbound.edu or apply directly on [Idealist](#) with “**Faculty Affairs**” in the subject line. Review of applications will begin immediately.