



Position Announcement: Administrative & Research Assistant

About the Organization

Founded in 1988, the mission of the Princeton Center for Leadership Training (PCLT) is to develop, disseminate, and promote peer leadership, advisory, and other evidence-based K-12 solutions that enable and inspire educators to more fully engage students in learning, better connect students to their schools, motivate and equip students to make decisions responsibly, and accelerate academic achievement. Our work touches tens of thousands of students, educators, and parents annually. We have served nearly 300 schools in thirteen states as well as in Asia and South America.

PCLT's solutions take root within schools and make a lasting, sustainable impact that persists long after our involvement. We accomplish this through an intensive train-the-trainer strategy, user-friendly curricula, and technical assistance. PCLT offers a wide variety of student leadership, teacher leadership, family leadership, and other customized solutions.

PCLT is a fast-paced, collegial, and team-oriented environment where each staff member plays a critical role in changing life trajectories for students and transforming school cultures. For more information about PCLT, visit: www.princetonleadership.org.

Position Description

Title: Administrative & Research Assistant

General Position Description: The full-time Administrative & Research Assistant will work in support of two of PCLT's high school peer leadership programs (see *Program Descriptions* below) throughout North Carolina. The Administrative & Research Assistant will coordinate external meetings and training events, prepare training materials, manage the day-to-day office operations, and maintain databases on partner schools. The Administrative & Research Assistant will assist with program evaluation activities including survey administration, data entry, and compiling and summarizing program implementation data.

Program Descriptions:

- The Administrative & Research Assistant will provide administrative support for a federal grant initiative to replicate and evaluate the Teen Prevention Education Program (Teen PEP) in high schools in rural communities with high teen pregnancy rates. Teen PEP is an evidence-based program that utilizes peer education to increase responsible decision-making among students around issues of sexual health. Teen PEP trains junior and senior student peer educators through a daily course which is taught by two adult program instructors and integrated into the school day in participating high schools. Peer educators conduct skill-based, sexual health workshops with ninth grade students on a range of sexual health topics.

- The Administrative & Research Assistant will also work in support of high schools to implement the Peer Group Connection (PGC) program. PGC is an evidence-based program that supports students' successful transition from middle to high school by tapping into the power of older students to create a nurturing environment for incoming high school students. During weekly sessions facilitated by junior and senior peer leaders in caring, supportive environments, ninth grade students participate in activities that examine the impact of decision-making on high school graduation and life after high school.

Detailed Position Responsibilities:

- **External Meetings and Training Events**
 - Identify and secure meeting and training facilities
 - Act as liaison with facility personnel; communicate all setup needs
 - Arrange for catering and overnight accommodations
 - Confirm attendance with participants
 - Interface with Vice President concerning financial and contractual arrangements
 - Attend conferences and organize registration materials and coordinate on-site logistics
- **Materials Preparation**
 - Word processing: prepare training materials
 - Document design: formatting program curricula into user-friendly form
 - Proofreading: insure that all materials are proofread and error free
 - Duplication: interface with printer and other vendors
 - Assembly: assembling meeting and training materials
- **Communications**
 - Respond to telephone and email inquiries
 - Draft letters, forms, flyers, press releases
 - Prepare and coordinate mass mailings
 - Maintain information on program schools, including databases of mailing addresses, email addresses, telephone and fax numbers, primary contacts, etc.
- **Data Collection, Entry, and Compilation**
 - Assist with survey administration and focus group discussions
 - Data entry
 - Compile program evaluation data and produce evaluation summaries/reports
- **Office Operations**
 - Manage day-to-day aspects of office operations
 - Interface with vendors
 - Keep track of general office supplies and order as needed
 - Distribute mail daily
 - Answer main phone line
 - Interface with technology support to troubleshoot computer issues
 - Other responsibilities, as needed

Supervisor: Dr. Sherry Barr, Vice President of PCLT

Location: The Administrative & Research Assistant will be based at PCLT's North Carolina office located in the North Raleigh/Wake Forest area. Occasional travel to PCLT's main office, located in Princeton, New Jersey, will be necessary.

Schedule and Salary: The anticipated starting date for this position is early 2011. The annual starting salary range is \$28,000 - \$35,000.

Candidate Qualifications

Education: A bachelor's degree is required.

Professional Experiences and Personal Qualities/Skills: Proficient in planning and organization; strong attention to detail; strong proofreading skills; excellent verbal and written communication skills; self-starter with ability to work independently and collaboratively as part of a team; fluent in Microsoft Office applications (Word, Excel, PowerPoint, Publisher, Access); and creative document design skills.

To Apply

Interested applicants are requested to email (please include the title of the position in the subject line) a cover letter and CV or résumé to princetoncenter@princetonleadership.org no later than November 24, 2010. If possible, please email documents in a pdf format.

Princeton Center for Leadership Training is an equal opportunity employer committed to inclusive hiring and dedicated to diversity in its work and staff.