

Jubilee Family Development Center Administrative Associate

Description of Position

The Administrative Associate will be responsible for capturing data that would be needed for funding as well as assisting with programming assessments and other administrative duties. The student would work with the Program Director with community engagement. Hours of Operation are typically between 8:00am-6:00pm, Monday-Friday.

The student will report to the Liberty University Federal Work Study Coordinator and Jubilee Program Director. Students hired for this position will be employed by the Liberty University Financial Aid Office and located on-site at the center.

Liberty University Financial Aid Office
Student Service Center in Green Hall
1971 University Blvd
Lynchburg, VA 24515

Jubilee Family Development Center
1512 Florida Ave
Lynchburg, VA 24501

Job Responsibilities

- Apply all relevant regulations, policies, and procedures to maintain licensure, including helping maintain records and documentation on each child supported by the Center
- Work with Program Director to publicize the programs and goals
- Establish sound working relationships and cooperative arrangements with the families and schools
- Utilize technical and analytical tools in the collection and analysis of data related for use in organizational management and to measure the success of the educational programs
- Help maintain documentation of state/federal grants
- Summarize all activities and prepare periodic reports to share with the administration team
- Attend and participate in all required meetings, appointments, events, etc.

Job Qualifications

Minimum:

- Federal Work Study eligibility
- 10 to 20 hours of work availability per week
- Must provide own transportation
- Must pass various background checks, including, but not limited to, a check at the time of initial employment and subsequent checks on behalf of the Federal Work Study Community Service

Preferred:

- At least a second-year student at Liberty University in good standing (no reprimands or suspensions)
- Cumulative GPA of 2.5 or higher

Pay Rate: \$14 per hour

Length of Employment: Immediate start lasting until the position is no longer a good fit for the student or the center. The student will be evaluated by the on-site supervisor on an annual basis at the end of the spring semester. Summer employment opportunities are also available.

Any questions regarding this position or Federal Work Study eligibility can email workstudy@liberty.edu. To apply, click here: https://careers.liberty.edu/?job_posting=R0001083.