

RAMP Project Administrator Job Description

Department: Academic Affairs | **Reports to:** Clea Andreadis, Chief Academic Officer

The Urban College of Boston (UCB) is hiring an energetic, detail-oriented, and dependable part-time (15 hours per week) Project Administrator to support the RAMP (Research Apprenticeship Multicultural Partnership) certificate program. This certificate program will open a new pathway to clinical research and will involve collaboration with other grant stakeholders, including area hospitals and research institutes.

Roles and responsibilities will include:

- Administering and coordinating project activities, including scheduling meetings, managing the grant budget, maintaining timelines, and ensuring grant work is kept on track
- Working with grant partners to recruit students and employers into the program
- Serving as a principal point of contact between grant stakeholders
- Facilitating completion of project deliverables
- Collecting and maintaining relevant data to ensure accurate grant reporting
- Other duties as assigned by the Chief Academic Officer

The ideal Project Administrator will have the following skills and experience:

- Strong organizational skills and attention to detail
- Experience in project management, grant management, or related field
- Experience developing and sustaining strong, reciprocal partnerships
- Cultural awareness and competency demonstrated by working with and/or understanding of individuals of diverse identities including socioeconomic background, sexual orientation, gender identity, race, ethnicity, and veteran status, as well as those with different levels of academic preparation and varying physical and learning abilities
- Competent in MS Word, PowerPoint, and Excel

To Apply

Interested applicants should submit a: 1) cover letter and 2) resume. The cover letter may be addressed to Clea Andreadis, Chief Academic Officer. Please submit your application materials via email to Yvonne Abdal at yvonne.abdal@urbancollege.edu.

About Urban College of Boston

A private, non-profit, two-year college accredited by the New England Commission of Higher Education (NECHE), Urban College of Boston (UCB) exists to provide opportunity to every student seeking a college degree or professional advancement. The College supports students as they overcome economic, social, and language barriers to achieve academic, personal, or professional aspirations.

UCB grants Associate of Arts degrees in Early Childhood Education, General Studies, and Human Services Administration, and offers nearly 15 certificates. Most courses are offered at the main campus, located in the heart of downtown Boston (2 Boylston Street, 2nd Floor). UCB enrolls nearly 1,400 students annually, many of whom attend college half-time, while working full-time and raising a family.

Chartered in 1993, UCB has long served an ethnically- and racially-diverse student body; in 2018-2019, 65.3% identified as Hispanic or Latino, 14.8% as Black or African American, 13.9% as Asian, 4.4% as White, 0.2% as Native American, and 1.4% as another race or ethnicity. In addition, approximately 69% of UCB students speak English as a second language, 91% are women, and the average age is 38.