

Job Description: Program Assistant
Position Title: Program Assistant
Location: College of Staten Island Innovation Hub

Job Type: Full-Time
Salary: \$45,000-\$50,000

Overview

The Program Assistant plays a key role in supporting the daily operations of the CSI Innovation Hub and the successful delivery of its accelerator program. This position is responsible for providing comprehensive administrative, logistical, and operational support, ensuring that programs and initiatives run efficiently and effectively. The Program Assistant helps coordinate resources and activities to deliver a high-quality experience for startups, mentors, students, community members, and key stakeholders.

Key Responsibilities

1. Administrative Support

- Scheduling Innovation Hub meetings, including mentor meetings, investor meetings, workshops, and events, ensuring alignment with the program calendar, and as needed by the Director.
- Support the accelerator program by maintaining records of participant progress, feedback, and essential program documents, as well as assist with the preparation of documentation related to compliance and reporting purposes.
- Help prepare reports, presentations, and other communication materials for program updates and evaluations.
- Collect participant feedback during and after the program, assisting in the evaluation of program success.

2. Startup Support & Communications

- Act as a primary point of contact for startups for logistical inquiries and general program support, assisting with day-to-day questions, as well as making referrals as needed.
- Provide reminders and assistance to startups regarding important deadlines, requirements, and deliverables.

3. Event & Logistics Management

- Assist in booking venues, coordinating catering, and managing logistics for in-person and hybrid events, under the direction of the Program Coordinator.
- Ensure that necessary materials, such as presentation slides and handouts, are prepared and available for each session, working with the Program Coordinator to confirm requirements, including technical assistance.

4. Marketing & Social Media Support

- Assist in promoting the accelerator program through various communication channels, including newsletters, website updates, and social media platforms, under the guidance of the Divisional Marketing Manager.
- Capture content from workshops, mentorship sessions, and events, supporting the marketing team with material for promotional purposes.

Qualifications

- Bachelor's degree (preferred).
- 1-3 years of experience in an administrative or support role
- Strong organizational skills, with the ability to manage multiple tasks and meet deadlines.
- Technically proficient and tech-savvy, with strong working knowledge of Microsoft Office, Google Workspace, and a range of digital productivity and event management tools; able to learn, adopt, and optimize new tools quickly.
- Experience with social media platforms and marketing tools is a plus.
- Excellent communication skills (written and verbal), with the ability to interact effectively with startups, mentors, and stakeholders.
- A proactive, team-oriented approach with the ability to handle both independent and collaborative tasks.

Core Competencies & Professional Attributes

- Highly organized and detail-oriented, with the ability to manage multiple priorities effectively.
- Adaptable and responsive, able to adjust to changing needs while providing reliable support.
- Strong interpersonal and communication skills, with a customer-service-oriented approach to working with diverse stakeholders.
- Motivated and enthusiastic about supporting startups and contributing to a collaborative, fast-paced innovation ecosystem.

To apply please visit:

https://rfcuny.wd108.myworkdayjobs.com/en-US/RFCUNY/details/Program-Assistant_JR2304

Closing Date:

July 11, 2026