

Assigned with the POTUS fellowship, the administrative assistant becomes the first person of the contact for all participating students. The AA keeps track of the main excel chart with everyone's information (1main for POTUS), keeps record of everyone's program requirement completion status, saves their proof of attendance to enrichment seminars, proof of community service, proof of scholarly works, and maintain ongoing communication with them to make sure they complete program requirement before they are due. The AA also organizes guest speech events, Title III and POTUS orientation every year, and monthly CuCme meetings with the POTUS fellows and Title III GA/RA/TA. The AA is in charge of data collection such as program evaluation, mentor/mentee evaluation, seminar evaluation, graduate pathways, student pictures and videos for the annual review of the grants for the Department of Education. This GA is to also edit and manage the Title III website. As well as monitor and manage the Title III email account. GA is also in charge of the hiring process for new GA's, uploading flyer to website, collecting applications and ensuring all materials are in each application, sending out applications to supervisors, starting the hiring process by sending expectations and contact sheet and sending out acceptance and regret emails to applicants.

Title III Program Administration assistant is tasked with assisting Title II director with administrative task such as meeting agendas, creating forms, reaching out to schedule meetings, and other office task. This GA should be well organized and have proficient skills in office suite and adobe. This GA also assist with reviewing and editing grant proposals, creating executive reports for any current grants under Title III.