

**Program Assistant**  
**Harry Frank Guggenheim Foundation**  
**New York, New York**

The HF Guggenheim Foundation makes grants to individuals in the sciences or social sciences for research projects related to violence and aggression. The Program Assistant supervises the receipt and recording of grant proposals, handles daily correspondence regarding the grant program, and supplies support for the two Program Officers and occasionally the foundation's President. This would be a good job for a recently graduated BA in social sciences. Requirements: independence, dependability, good writing skills, careful work habits.

Salary: \$35,000 with excellent benefits. Starting date: asap.