

Job Title	Administrative Coordinator
PVN ID	BA-2308-005813
Category	Administrative Services
Location	BARUCH COLLEGE
Department	Starr Career Development Center
Status	Full Time
Hourly Rate	\$25.00-\$28.00
Hour(s) a Week	35
Closing Date	Jan 09, 2025 (Or Until Filled)

## General Description

The Administrative Coordinator role is a fast-paced position and responsible for troubleshooting problems encountered during all phases of the internship cycle. This role involves supporting the campus, students, and employers.

### About the Program:

Career Launch/Spring Forward invites four college campuses to serve as industry hubs. Each hub specializes in internship placements within specific industries. Students apply to their hub of choice and once accepted, explore their careers by interning in a job related to their major that requires a college degree. The Marketing & Communications hub recruits students from throughout CUNY who haven't had substantial paid professional experience but who are ambitious, bright, and ready to apply what they have learned in the classroom in the professional world.

The hub matches students to their designated worksites and manages relationships between student interns and employers. Interns have the opportunity to build skills, extend their professional networks, add to their resumes, and contribute to employers throughout NYC's key industries: Community and Social Services, Healthcare, STEM and Green, and Marketing and Communications. Employers benefit from CUNY students' many talents and knowledge.

### About the Position:

The Administrative Coordinator will be an employee of The Research Foundation of CUNY and report to the Program Manager. *This is a full-time (35 hours/week), temporary, hybrid position that is eligible for benefits. The position is currently funded thru October 1, 2023 with the possibility of an extension thru September 2024.*

## Other Duties

## **Administrative affairs - 70%**

- Spearhead projects and see them through to successful completion
- Research, learn, and train on administrative tools and best practices and processes for the hub
- Anticipate and respond to needs of the Marketing and Communications Hub
- Create and update student and employer help supports
- Own and manage student timesheet and payroll processes for the hub
- Create communication materials and monitor communication channels to address common concerns of campus, students, and employers
- Manage and support complete complex projects for Hub staff
- Collaborate with Central Office and other Hubs to align various components of the program and ensure seamless and efficient implementation
- Recommend processes that streamline work

## **Recruitment & Selection Support - 10%**

- Assist staff with student and employer recruitment, selection, and matching
- Ensure 100% student and employer onboarding and training completion

## **Other - 20%**

- Perform data entry and analysis
- Manage logistics and technical aspects of scheduling workshops and events
- Attend required departmental staff meetings
- Complete other duties as assigned

# **Qualifications**

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## **Minimum qualifications**

- Associates Degree
- Customer service-related work experience
- Strong writing skills
- Detail-oriented and willingness to support a team
- Flexible and can-do attitude with ability to deal with uncertainty
- At least intermediate knowledge of Excel and other Microsoft Office products
- Ability to communicate with different audiences professionally and appropriately
- Proactive and solution-oriented
- Strong ability to engage with technology and learn new products

## **Preferred qualifications**

- 1+ years administrative experience
- Prior experience working in student or career development field
- A self-starter and history of remote or hybrid work
- Proclivity for creative problem solving
- Previous team-based professional work
- Public speaking experience

- Prior relationship to CUNY, such as CUNY graduate, staff, or faculty member