



Job Title	Perkins Program Coordinator
PVN ID	BM-2303-005506
Category	Managerial and Professional
Location	BOROUGH OF MANHATTAN C. C.
Department	Evening/Weekend and Off-Site Programs
Status	Full Time
Annual Salary	\$52,000.00 - \$60,000.00
Hour(s) a Week	35
Closing Date	Dec 31, 2023 (Or Until Filled)

General Description

The Perkins Program Coordinator is responsible for assisting in collaborating with the academic chairs of the Career and Technical Education (CTE) programs of study as well as various student support service and academic support service areas to ensure that the requirements of the Perkins Grant are fulfilled.

These areas include, but are not limited to, the Learning Resource Center, Office of Internships and Experiential Learning, Office of Student Affairs, Office of Institutional Effectiveness and Analytics, and the Office of Accessibility.

The Perkins Grant provides support to students in CTE programs of study to prepare them for the 21st Century workforce as well as support for the faculty and staff in those programs. This position reports to the Director of Evening/Weekend and Off-Site Programs who is also the Perkins Grant Officer, or a designee. Borough of Manhattan Community College serves a diverse, urban, commuter college population of almost 20,000 students.

Other Duties

Responsibilities include the following:

- Knowledge of the Perkins Grant
- Ensure academic departments and support service departments are spending grant funds in a timely manner and in compliance with the Perkins Grant regulations
- Process hiring paperwork i.e. onboarding, I-9, e-verify
- Serve as a liaison to the Research Foundation of CUNY personnel, benefits, procurement and accounts payable divisions
- Assist with supervising office staff
- Serve as a point-of-contact for ordering supplies/materials, purchased services, travel, equipment and

processing purchase orders and payment requests

- Participate in trainings and professional development activities
- Hours include weekends during the fall, spring and summer I semesters
- Other duties as assigned

Qualifications

Core Competencies/Qualifications

- A Bachelor's degree plus two or more years of work experience in accounting, business or a related field
- Significant knowledge of Microsoft Office (including Word, Excel, and Power Point)
- Proficient in using Excel to create complex budgets with various pivot tables
- The ideal candidate must demonstrate excellent interpersonal, oral, writing and organizational skills and the ability to work with students, faculty, staff, and visitors of diverse backgrounds
- It is imperative that the candidate has strong analytical, computer and problem-solving skills; is capable of working independently or as part of a team, and is able to complete projects in a timely manner while providing courteous customer service

This is a grant-funded full-time position through the Perkins Grant.