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| Job Title | Department administrator |
| PVN ID | CC-2201-004474 |
| Category | Clerical/Office Services |
| Location | The CITY COLLEGE of NEW YORK |
| Department | Civil Engineering |
| Status | Full Time |
| Hourly Rate | \$20.00-\$25.00 |
| Hour(s) a Week | 35 |
| Closing Date | Mar 07, 2022 (Or Until Filled) |

General Description

The Grove School of Engineering at The City College of New York is the only public institution offering bachelors, masters and PhD degrees in civil engineering in New York City. The Department of Civil Engineering is committed to the rigorous training of students from diverse socioeconomic backgrounds to become future leaders in NYC's agencies, firms and professional organizations. This is consistent with the college's mission of "access and excellence", and also addresses the fundamental needs of the city. The Department is seeking an administrator who will perform office work under the supervision of the Department Chair.

Other Duties

- Assists the Chairperson with all aspects of departmental administration including correspondence and communications.
- Manages and delegates responsibilities to part-time personnel such as work-study students, and other temporary staff.
- Develops responses to internal and external inquiries; makes appropriate referrals and ensures prompt resolutions.
- Acts as liaison to other departments, colleges and university offices and all HR related transactions, including on boarding of new employees, and facilities workorders. Manages ongoing projects, and monitors progress and deadlines.
- Manages and maintains inventories of departmental space including offices and orders supplies and materials as needed.
- Prepares financial reports, including budget projections and requests, monitors budget allocations, and processes reimbursements.
- Maintains highly organized management and administrative systems that include personnel, budget, facility, and departmental activity archives.
- Performs other duties as assigned.

Qualifications

- Bachelor's degree highly preferred
- Experience with office work in higher education highly preferred
- Excellent attention to detail, writing, editing, organizational and interpersonal skills
- Willingness and ability to learn, to work independently, to manage their own time and set priorities, and to meet deadlines