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<b>Job Title</b>	Administrative Coordinator
<b>PVN ID</b>	CC-2307-005730
<b>Category</b>	Administrative Services
<b>Location</b>	The CITY COLLEGE of NEW YORK
<b>Department</b>	NOAA CESSRST Center
<b>Status</b>	Full Time
<b>Annual Salary</b>	\$70,000.00 - \$90,000.00
<b>Hour(s) a Week</b>	35
<b>Closing Date</b>	Sep 13, 2023 (Or Until Filled)

## General Description

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City College of New York's (CCNY) NOAA funded Center for Earth System Sciences and Remote Sensing Technologies (CESSRST- <https://www.cessrst.org/>) has an immediate opening for an Administrative Coordinator. CESSRST is a consortium of 6 institutions led by CCNY, and including University of MD Baltimore County, Hampton University, University of Puerto Rico Mayaguez, University of Texas El Paso, and San Diego State University. Administrative Coordinator is a critical member of the Center administration team with main responsibilities focused on providing administrative and logistics support for Center Cohort Students (Undergraduate to PhD level) through their tenure as a NOAA CESSRST fellow.

In this role, the Administrative Coordinator will assist CESSRST by supporting Center management and student activities from recruitment through graduation and job placement.

## Other Duties

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Responsibilities include but are not limited to:

- Recruitment logistics, planning and scheduling recruitment activities to ensure effective outreach and recruitment of students from underserved communities in NOAA Sciences. This includes recruitment at Center institutions, other higher education institutions including Minority Serving Institutions, and at national conferences held by professional organizations. It also includes recruitment through effective electronic communication venues.
- On-boarding process for new students from admissions, to placement, and assistance with the Individual Student Development Plan on the Center Management Information System
- Support for Students, CESSRST and NOAA Mentors, Education Expert, and Distinguished Research Scientist through the NOAA Experiential Research and Training Opportunity Internship (NERTO) process. This includes helping navigate the planning for the internship, application to the internship, and helping students with onsite NERTO logistics planning and preparing NERTO budget estimates for Center

Management review.

- Assist the various Center committees with planning and running workshops, Seminars, Symposium, and meetings. Committees include the Professional Advancement and Career Engagement (PACE), Competency, and Recruitment
- Monitor email account and respond to student inquiries
- Assist students with resume preparation, review and track resumes, career placement, job application process, and NOAA job application
- Track and report on student progress and required tasks
- Support the Center Data and Information Manager in validation of student information and data, and filling data gaps.
- Support preparation of various Center reports
- Support Center Communications including newsletters, web content, flyers, etc.

## Qualifications

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- Bachelors Degree (Masters Degree a preferred)
- Degree in STEM, Management, Education or Communication preferred
- Excellent Oral and written communication skills
- Minimum of 2 years experience in management, higher Ed, and/or Student training programs.
- Expediency in use of software and online/cloud-based tools a big plus. These include, but are not limited to spreadsheets software (MS EXCEL), presentation Software (e.g. PowerPoint), flyer and newsletter design tools, Web site design, etc.