Job Title	Principal Administrative Associate
PVN ID	CU-1611-001499
Category	Administrative Services
Location	CUNY SYSTEM-WIDE ACCOUNTS
Department	Office of the Special Adviser to the Cha
Status	Full Time
Annual Salary	$50,000.00 - $54,000.00
Hour(s) a Week	35
Closing Date	Dec 05, 2016 (Or Until Filled)

General Description

CUNY has started a new program for recent CUNY graduates to participate in a free in-person bootcamp (powered by Revature) as a pathway to a job in the IT sector. Currently we are hiring for a Principal Administrative Associate position for the CUNY team managing this partnership. This position will serve as the operations coordinator for ensuring the success of the Bootcamp offering at CUNY. The Principal Administrative Associate, CUNY Bootcamp will report to the Special Advisor to the Chancellor, Strategic Partnerships. The position will be based at the CUNY Central Office, but requires frequent traveling between CUNY campuses.

Responsibilities:

- Assists in technology needs for the Bootcamp offering
- Communicates details and value of the Bootcamp offering across CUNY campuses
- Works with Revature, Instructors, Recruiters and Mentors to troubleshoot any issues with the successful operation of the Bootcamp
- Assures operational efficiencies are in place
- Leverages all other departments and resources within CUNY to support relationship development and achievement of programmatic goals
- Manages program logistics and communications
- Liaises between campus programs, CUNY Central, and Revature
- Other duties as assigned

Requirements:

- Ability to analyze complex data
- Excellent presentation skills

- High service orientation with excellent communication and interpersonal skills
- Excellent organizational and time management skills
- Excellent analytical and problem-solving skills
- Comprehensive understanding of the higher education environment.
- Ability to work efficiently in a fast paced environment
- Ability to work independently and in a team based environment
- Ability to manage multiple projects and tasks concurrently
- Thorough understanding of MS Office Products including Word, PowerPoint and Excel
- Experience with social media campaigns, including using LinkedIn
- Knowledge of CUNY system and its campuses
- Ability to travel between CUNY campuses
- Two years of administrative experienced required
- Bachelor's degree required; major or minor in CS or IT field preferred

This is a fulltime, salaried position with an annual salary range of $50,000-$54,000 plus benefits.

This position is privately funded through August 1, 2021, and reappointment after that date is contingent on continued funding.

Other Duties

Qualifications