

<b>Job Title</b>	Administrative Coordinator
<b>PVN ID</b>	HC-1810-002755
<b>Category</b>	Clerical/Office Services
<b>Location</b>	HUNTER COLLEGE
<b>Department</b>	School of Education
<b>Status</b>	Full Time
<b>Hourly Rate</b>	\$22.00-\$25.00
<b>Hour(s) a Week</b>	35
<b>Closing Date</b>	Nov 14, 2018 (Or Until Filled)

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## General Description

This role will serve to provide administrative coordination and support to the Assistant Director and faculty overseeing several alternative certification teacher preparation programs as well as students enrolled in those programs.

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## Other Duties

- During regularly scheduled hours, serve as welcoming presence for students, full-time faculty, and adjunct faculty
- Coordinate day-to-day administrative matters related to programs currently run in partnership with NYC DOE and Success Academy
- Respond to phone and written requests for information from the Office of Partnership Programs
- Prepare basic correspondence to students, faculty, and staff regarding program requirements, general academic and certification progress, and scheduling
- Assist students in writing or via phone with basic inquiries regarding admission, matriculation, graduation, and the associated administrative requirements
- Monitor and record students' progress toward certification via TEACH on an ongoing basis or as directed by supervisor
- Monitor and record student data including grades, academic standing, and progress toward graduation on a semesterly basis
- Organize and maintain program records in both paper and digital format
- Develop and implement processes to improve and streamline administrative operations under direction of supervisor, especially regarding communication with students
- Assist in planning, preparing for, attending, and presenting at meetings, orientations, conferences and other events (hours may shift on days of such events)
- Assist in data management for purposes of reporting

- Contribute to general Office of Partnership Programs functioning
- Other duties as assigned

## Qualifications

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- Excellent organization and interpersonal skills; excellent attention to detail
- Excellent oral and written communication skills; ability to communicate effectively with diverse audiences
- Excellent problem solving skills
- Ability to maintain confidentiality and handle sensitive matters with discretion and tact
- Ability to organize, prioritize, and coordinate day-to-day projects and assignments with attention to detail
- Ability to handle multiple tasks that are time sensitive and meet deadlines; ability to follow-up as needed and take responsibility for completing assignments
- Ability to work independently and as part of a team
- Ability to handle complaints, resolve conflicts, and refer issues appropriately to supervisors
- Ability to organize and manage records, databases, and archival systems
- Excellent computer skills including proficiency in MS Word, Excel, PowerPoint, Outlook, and online applications including Google drive applications
- Reliable and prompt
- BA required
- Interest in education