

Job Title	Operations Associate
PVN ID	JJ-2108-004174
Category	Administrative Services
Location	JOHN JAY COLLEGE OF CRIMINAL JUSTICE
Department	Institute for Justice and Opportunity
Status	Full Time
Salary	Depends on qualifications
Hour(s) a Week	35
Closing Date	Jul 27, 2022 (Or Until Filled)

General Description

The John Jay College Institute of Justice and Opportunity is looking for an **Operations Associate** that is responsible for providing administrative support, office management and human resources support to the Institute. He/She provides supportive services to the full range of Institute activities and programs, and must show good office and organizational skills, combining attention to detail with productivity. The Operations Associate must also demonstrate quick thinking and problem solving skills, as well as the ability to build and maintain relationships with multiple vendors and Program Staff.

ABOUT THE INSTITUTE:

As a champion of institutional, structural, and personal transformation, the John Jay College Institute for Justice and Opportunity (The Institute) opens doors and eliminates barriers to success for people who have been involved in the criminal legal system. The Institute is one of twelve research entities that collectively comprise the Research Consortium of the John Jay College of Criminal Justice. The Institute has a diverse portfolio of projects that focus on identifying what it takes for people to live successfully in the community after justice involvement and on increasing the effectiveness of the professionals and systems working with them. Recognizing the transformational power of education, the Institute focuses much of its work on increasing access to higher education for people with criminal histories. The Institute's comprehensive and strategic approach includes direct service, research, technical assistance, and policy advocacy. To learn more please visit our website: <https://justiceandopportunity.org/>

Other Duties

- General Office Management
 - Managing front desk reception by greeting and assisting guests, ensuring supplies are organized and receiving and processing deliveries
 - Supporting office operations of all three suites and maintaining supplies and technology inventory
 - Processing purchase requests for a wide variety of goods and services
 - Researching new vendors and negotiating pricing
 - Providing general administrative support to the Operations team
- Human Resources
 - Participating in recruitment efforts, by posting job ads and organizing resumes and job applications; scheduling job interviews and assisting in interview process
 - Preparing new employee files and orienting new employees to the organization (setting up a designated log-in, workstation, email address, etc.)
 - Assist in all aspects of human resources management tasks
- Finance Administration
 - Processing invoices for general office and program purchases
 - Managing P-card tracking, issuance, and reporting
 - Managing electronic and paper filing systems
 - Working with the Director of Operations to set up processes to efficiently and effectively improve the infrastructure of the Institute

Qualifications

- Excellent communications skills
- Experience preparing expenditure reports for various audiences (e.g., program staff, director, funders, etc.)
- Proven ability to analyze costs and provide recommendations to Operations team leadership to better manage costs on supplies and vendor services.
- Ability to multi-task in a fast-paced organization and handle multiple projects simultaneously
- Ability to interact effectively and cooperatively with colleagues and partners at all levels
- Ability to negotiate with Vendors
- Experience with MS Office and Outlook
- Proficiency in MS Excel

To apply, please send a cover letter with salary expectations and resume with requisite experience.

At the Institute, we are committed to providing an environment of mutual respect where equal employment opportunities are available to all applicants and teammates without regard to race, color, religion, sex, pregnancy (including childbirth, lactation and related medical conditions), national origin, age, physical and mental disability, marital status, sexual orientation, gender identity, gender expression, genetic information (including characteristics and testing), military and veteran status, and any other characteristic protected by applicable law. The Institute believes that diversity and inclusion among our teammates is critical to our

success, and we seek to recruit, develop and retain the most talented people from a diverse candidate pool.