Job Title	Administrative Assistant
PVN ID	LE-1708-001998
Category	Clerical/Office Services
Location	LEHMAN COLLEGE
Department	The Bronx Institute
Status	Full Time
Annual Salary	$35,000.00 - $35,000.00
Hour(s) a Week	35
Closing Date	Oct 10, 2017 (Or Until Filled)

General Description

The Bronx Institute is a CUNY Institute located at Lehman College. The vision of the BI is to transform the lives of Bronx and other New York City area youth by improving their educational outcomes. Our efforts are focused on closing the achievement gap by increasing high school graduation, college readiness, acceptance, and retention in schools that maximize each student's potential. It provides students enrolled in Bronx Schools with academic support, early awareness and readiness for college stud. The Institute works collaboratively with the Bronx schools, community based organizations, colleges, and other service providers in the planning, promotion, and delivery of services to accelerate academic achievement, improve student performance and ensure successful high school graduation and admission to college.

 The administrative team is responsible for understanding and assuring compliance with RF CUNY federal, city and state grants guidelines and has three main functions at BI: fiscal control, data and providing support for all programs, events and activities. The BI Administrative Assistant (AA) works under the direction and supervision of the Office Manager and will have administrative responsibilities for supporting the programs at The Bronx Institute and at schools to reach the program's goals and objectives. The AA will be responsible for:

Other Duties

Fiscal Controls:

- Preparing and processing purchase orders, requisitions, payment requests, and contracts
- Keeping track of program expenditures and assist in the preparation of financial reports
- Collecting and reviewing in-kind documentation
- Entering and maintaining finances in financial databases

Data:

- Collecting, reviewing, scanning and filing all program data on a weekly or biweekly basis as well as entering and maintaining up to date student generated data in centralized databases

Support:

- Coordinating and supporting all programs, events, and activities
- Maintaining calendar of activities for all programs
- Coordinating the placement of job advertisements in various media and on internet sites as well as maintaining and editing job descriptions
- Performing daily office and other program related activities
- Other duties and responsibilities as assigned

Qualifications

Ideal candidate is detailed oriented, proactive, self-starter, responsible and dependable with the following competencies:

- Ability to plan, organize, carry out, complete assignments; as well as the ability to manage multiple priorities and deadlines
- Working knowledge and understanding of funding policies, budgetary structures, procurement procedures, bidding processes and understanding the need to comply with timelines and deadlines
- Strong interpersonal, written and oral communication skills
- Work well with moderate supervision as individual and as a team member
- Knowledge of computer software, including Microsoft Office and related software
- Flexible to work evenings and weekend.

The requirements of the position may include Saturday assignments.

Core Qualifications:

Ideal candidate will have an earned Bachelor's Degree and a minimum of three years' experience in an administrative position.