

Job Title	Administrative Coordinator
PVN ID	LE-2302-005417
Category	Clerical/Office Services
Location	LEHMAN COLLEGE
Department	Mexican Studies Institute
Status	Full Time
Annual Salary	\$43,520.00 - \$51,180.01
Hour(s) a Week	35
Closing Date	Apr 09, 2023 (Or Until Filled)

General Description

Lehman College is looking for an Administrative Coordinator (AC) for the CUNY Mexican Studies Institute. Reporting to the Deputy Director, and the Assistant Director of Operations & Finance, the AC will be in charge of the administrative processes, by coordinating department operations and assisting in its management. The Administrative Coordinator will be responsible for; handling communications between the different programs of the Institute, the different CUNY departments, its collaborators, and other vendors or service providers. This person will be responsible for tracking the income and expenses of the Institute and its programs; maintaining budgets; performing purchasing, accounting, and payroll activities; and preparing and generating financial reports on a regular basis to different stakeholders.

The Administrative Coordinator will prepare complete statistical reports and related charts and graphs. This person is responsible for the day-to-day running of the office, by preparing and coordinating the distribution of informational and recruitment materials. In addition, this person is responsible for archiving all documents following CUNY procedures and keeping records of all events coordinated and co-sponsored by the institute, including those of various initiatives and grants.

Similarly, other tasks that support the operation of the Institute and its mission.

Other Duties

- Coordinates and organizes administrative materials for the Institute's activities.
- Performs miscellaneous clerical, administrative, research, operational or other work related to the institute's operation.
- Supports different projects and initiatives of MSI.
- Collects data for, prepares, and distributes reports and presentations using word processing, spreadsheet, and presentation software.
- Updates office databases, lists, and files to ensure completeness and accuracy; maintains current

information on the department website(s); maintains department archives and collections.

- Conducts internet and/or database research and performs systems queries to locate information related to department activities.
- Maintains department fiscal plans and budgets; assists in budget administration and invoice processing.
- Provides basic information, instructions, and materials as requested by students, faculty, and others who contact the department.
- May supervise office staff, students, interns, and volunteers.
- Evening hours and some weekends are required.
- Performs related duties as assigned.

Qualifications

Bachelor's degree required

These professional and business core competencies are highly preferred:

- Demonstrated ability to apply a sound knowledge of best practices related management of files and records, including preservation and protection (familiarity with FERPA guidelines)
- Demonstrated experience in student management and development in a higher education environment with diverse student populations
- Strong presentation, verbal and interpersonal skills to successfully work with and present to diverse stakeholders in both English and Spanish
- Strong work ethic, character, and personal integrity when dealing with sensitive documents
- Detail-oriented with strong organizational, writing, and editing skills
- Demonstrated ability to work as a team player
- Ability to work well in student-centered, time-sensitive, dynamic, and responsive office
- Computer proficiency using standard office software programs, and online applications
- Bookkeeping and advanced MS Excel knowledge
- Familiarity with CUNY First management of requisitions
- Fully bilingual Spanish/English