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<b>Job Title</b>	Project Administration Coordinator SEAMLSS
<b>PVN ID</b>	LE-2307-005722
<b>Category</b>	Administrative Services
<b>Location</b>	LEHMAN COLLEGE
<b>Department</b>	Health Equity, Administration & Technolo
<b>Status</b>	Full Time
<b>Annual Salary</b>	\$57,517.00 - \$60,394.00
<b>Hour(s) a Week</b>	35
<b>Closing Date</b>	Sep 17, 2023 (Or Until Filled)

## General Description

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Project Administration Coordinator *SEAMLSS: Seamless Educational Advancement to Maximize Lehman Student Success*

### GENERAL DISCRIPTION OF THE JOB:

The incumbent serves as *SEAMLSS* Project Administration Coordinator for this grant funded position, to ensure that program administrative functions related to policies and procedures are completed efficiently. The incumbent works under the general supervision of the Project Director for the grant under the office of the Dean of the School of Health Sciences, Human Services, and Nursing (HS2N) or his/her designee.

## Other Duties

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### ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Ensures the smooth day-to-day operation of the assigned program unit including scheduling internal and external appointments, making travel arrangements, event planning, perusing incoming correspondence, handling official correspondence and, creating and managing data files and office records.
2. Implements general office processes including record keeping, arranging meetings and workshops, securing and stocking supplies and equipment, and drafting reports as directed.
3. Enters requisitions and purchase orders for approved purchases and tracks timely delivery of supplies and metro cards.
4. Orders supplies and equipment as needed.
5. Maintain records of programs, collaborators, and program sponsors, assures the accuracy of all records, and draft reports as needed.
6. Provides support for the collection and compilation of accurate internal and external information, and

program data to be reported to the evaluation team.

7. Drafts correspondence, meeting minutes, documents, and reports ensuring correct grammar, spelling and style.
8. Serves as information sources for students, faculty, staff, community clients and collaborators on outreach and research activities of the assigned departments within HS2N.
9. Identifies problem areas, with regard to the administrative and operational matters of the assigned program unit and recommends solutions.
10. Exercises discretion and takes independent action on behalf of the assigned program unit and the school on routine matters.
11. Assists with overseeing student interns as needed.

## Qualifications

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### MINIMUM JOB REQUIREMENTS:

1. Two or more years in a comparable position.
2. Associate Degree, Bachelors degree preferred
3. Knowledge of the principles of office management and of modern office procedures, systems and equipment.

### REQUIRED COMPETENCIES:

1. Excellent customer service skills.
2. Excellent office management skills and ability to multi-task, problem-solve, work independently, and perform effectively in a fast-paced work environment.
3. Excellent written and oral communication skills including telephone etiquette and professionalism in handling calls, emails and correspondence.
4. Dependable and committed to follow through and closure of routine tasks and special projects.
5. Competent in Microsoft Suite applications including Word, Excel, Outlook, and PowerPoint.

Competent in the operation and care of commonly used office equipment e.g., multifunction printers