



Job Title	Program Coordinator
PVN ID	PS-1903-002985
Category	Managerial and Professional
Location	CUNY SCHOOL OF PROFESSIONAL STUDIES
Department	CUNY School of Professional Studies
Status	Full Time
Annual Salary	\$50,000.00 - \$60,000.00
Hour(s) a Week	35
Closing Date	Nov 19, 2019 (Or Until Filled)

General Description

The CUNY School of Professional Studies (CUNY SPS) provides online and on campus degree and certificate programs that meet the needs of adults who are looking for a seamless way to finish or transition into a bachelor's degree, earn a master's degree or certificate in a specialized field, advance in the workplace, or change careers.

Drawing on CUNY's nationally and internationally renowned faculty and practitioners, as well as industry and education partners, the School's programs provide opportunities for personal growth, job mobility, greater civic participation, and new ways to advance knowledge.

Home to the first fully online degree programs at the City University of New York, CUNY SPS offers fully accredited degree and certificate programs for students who want the flexibility and convenience of online education. CUNY SPS was ranked in the top 5% in the Nation in U.S. News & World Report's list of the 2018 Best Online Bachelor's Degree Programs.

CUNY SPS seeks administrative candidates to support the NYC Administration for Children's Services (ACS) as it establishes a new professional development institute for child welfare and juvenile justice professionals in partnership with CUNY. Reporting to Senior Program Manager, Budget and Scope Manager, the Program Coordinator will support new hire documents, oversee timesheet, and perform other office administrative tasks.

The new hire will join a team of CUNY colleagues, and will work on site at ACS offices in lower Manhattan.

Hours: 35 hours/week (daily schedule 9am-5pm).

Other Duties

- Serve as a staff liaison between Workforce Institute and CUNY Central Office Payroll team;
- Work with Central Office for timesheet management and approval, tracking employees' sick leave and

- annual leave accrual to keep accurate records.
- Troubleshoot issues with employees' timesheets or other payroll related questions;
- Collaborate with CUNY SPS HR team for new employee onboarding process;
- Coordinate with ACS facility and personnel to provide support on staff transition;

- Work with Sr. Program Manager, Program Manager and appropriate stakeholders to develop additional procedures and methods to document all HR process including onboarding new staff;
- Maintain an active updated list of SPS staff with requested personnel information and a corresponding organizational chart;
- Engage with staffing agency on interviewing, placing, and onboarding process; track temporary staff performance, and provide feedback in a timely manner; work with agency to conduct staff background checks;
- Assist with printing materials, placing office supplies or catering orders, and scheduling messenger services for the team;
- Keep track of office inventory and support inventory room management;
- Other duties as assigned.

Qualifications

- Bachelor's degree.
- At least 2-year experience in program administration or relevant field;
- Proficiency in MS Office (MS Excel, MS Word, and MS Outlook in particular)
- Strong verbal and written communication skills, time management skills; and ability to prioritize work.
- Organizational skills, attention to detail, and ability to follow established processes.
- Excellent customer service skills.
- Experience building and managing relationships with stakeholders and partners.