
Job Title	Administrative Coordinator
PVN ID	SI-2507-006925
Category	Instruction and Social Service
Location	COLLEGE OF STATEN ISLAND
Department	Workforce Development and Innovation
Status	Full Time
Annual Salary	\$50,000.00 - \$50,000.00
Hour(s) a Week	35
Closing Date	Sep 16, 2025 (Or Until Filled)

General Description

Grounded in the Liberal Arts tradition, the College of Staten Island is committed to the highest standards in teaching, research, and scholarship. Drawing on the rich heritage of the City University of New York that has provided access to excellence in higher education since 1847, the College of Staten Island offers that same opportunity in New York City's Borough of Staten Island. The College is dedicated to helping its students fulfill their creative, aesthetic, and educational aspirations through competitive and rigorous undergraduate, graduate, and professional programs. We embrace the strength of our diversity, foster civic mindedness, and nurture responsible citizens for our city, country, and the world.

The Office of Workforce Development and Innovation at the College of Staten Island develops, manages, and offers training programs designed to address critical skill gaps in growing workforce industries. Workforce Development provides quality, flexible, and cost-effective training to support the educational and training goals of individuals and organizations across New York City. We offer certificate programs and professional development courses in the healthcare, technology, and business sectors. Our department draws upon the expertise of faculty and subject matter experts to deliver quality training programs.

The Administrative Coordinator plays a critical role in ensuring the smooth, strategic, and professional operations of the Office of Workforce Development and Innovation. This position requires a highly organized and proactive individual who excels at managing complex systems, coordinating logistics, solving problems independently, and building strong, professional relationships across diverse audiences.

Other Duties

- Manage and maintain accurate student records, course schedules, instructor assignments, and tuition information within the registration system (Xenegrade), ensuring data integrity and timely updates.
- Support financial operations by managing invoice processing, payroll coordination, and the accurate preparation and timely submission of all Personnel Action Forms (PAFs), in full compliance with

departmental procedures and CUNY fiscal policies

- Coordinate procurement processes, including the sourcing, purchasing, and tracking of goods and services, ensure adherence to CUNY and departmental guidelines and timelines.
- Serve as a key liaison to instructional staff, anticipating needs and resolving issues to ensure consistent, high-quality program delivery.
- Lead the planning and execution of all Office events—including Open Houses, Information Sessions, and community outreach efforts—ensuring every detail is aligned with strategic objectives and audience needs.
- Contribute to special projects and program initiatives as assigned by the Director of Workforce Development and Administration, applying strong analytical and organizational skills.
- Other duties as assigned.

Qualifications

- Associate degree required; Bachelor's degree strongly preferred
- Minimum of two years of executive administrative or office management experience
- Exceptional critical thinking, problem-solving, and communication skills
- Proven ability to work effectively with adult learners, professional partners, and the public with a high level of professionalism and customer service
- Strong organizational and time management skills with the ability to manage competing priorities and meet tight deadlines
- Proficiency in Microsoft 365, including intermediate to advanced skills in Word, Excel, and PowerPoint
- Experience with CRM systems and managing databases is preferred
- Availability for occasional evening and weekend events