

Job Title	Assistant Administrative Coordinator
PVN ID	VA-1601-000965
Category	Administrative Services
Location	OFFICE OF SR. UNIV DEAN FOR ACADEMIC AFFAIRS
Department	NYC Human Resources Administration/FIA E
Status	Full Time
Annual Salary	\$29,000.00 - \$31,000.00
Hour(s) a Week	35
Closing Date	Mar 10, 2016 (Or Until Filled)

General Description

The New York City Human Resources Administration (HRA) provides temporary help to individuals and families with social service and economic needs to assist them in reaching self-sufficiency via essential and diverse programs/services, including: temporary cash assistance, public health insurance, food stamps, child care, adult protective services, domestic violence assistance, HIV/AIDS support services and child support enforcement. The Family Independence Administration (FIA) employees help provide unique individual services that offer sustainable employment plans and self-sufficiency support to overcome barriers to employment.

Through an HRA grant-funded position with the Research Foundation of the City University of New York, the Project Manager will work within FIA Employment Services/Training Assessment Group (TAG) which assists clients with accessing education and training programs.

Other Duties

Under the direction of the Director of the Training Assessment Group (TAG) and other supervisory staff, the Assistant Administrative Coordinator will assist in ongoing management of client files and correspondence related to client enrollment in education and training programs.

Duties and Responsibilities:

- Facilitate participant intake process, including collection and review of documentation required to obtain approval in education and training programs.

- Respond to requests for information from staff, the public or other agencies by determining information required, performing research on NYCWAY, WMS and other systems.
- Coordinate system for the scanning and indexing of all client files in the HRA One Viewer system, including performing data entry and retrieval on computerized systems.
- Review records processed by the unit, identifying errors and indicating need for corrective action.
- Perform responsible clerical work by processing, recording, checking and maintaining records and preparing reports;
- Maintain liaison with agencies that serve clients and respond to questions relating to their enrollment in education and training programs.
- Verify received information related to client enrollment, including contacting sources in order to confirm accuracy of information.
- Perform other related tasks and special projects as needed

Qualifications

Minimum Qualifications/Requirements:

A four-year high school diploma or its educational equivalent approved by a State's department of education or a recognized accrediting organization and two years of satisfactory full-time progressively responsible clerical/administrative experience.

Skills Requirement

Keyboard familiarity with the ability to type at a minimum of 100 key strokes (20 words) per minute.

Preferred Skills:

- Highly organized with strong attention to detail and ability to work independently
- Ability to see projects and tasks through to completion, within tight deadlines when necessary
- Positive attitude and solutions-focused thinking
- Eagerness to learn and take on new tasks
- Professional phone etiquette and good oral communication skills
- Proficiency using MS Office
- Familiarity with the Welfare Management System (WMS); New York City Work Accountability and You (NYCWAY) and Paperless Office System (POS).