
Job Title	Office Manager
PVN ID	VA-1610-001424
Category	Managerial and Professional
Location	OFFICE OF SR. UNIV DEAN FOR ACADEMIC AFFAIRS
Department	OAA
Status	Full Time
Annual Salary	\$50,000.00 - \$55,000.00
Hour(s) a Week	35
Closing Date	Aug 04, 2021 (Or Until Filled)

General Description

The City University of New York (CUNY) is the nation's leading urban public university serving more than 540,000 students in matriculated degree, certificate and continuing education programs at 24 colleges and institutions in New York City. The Office of the Senior University Dean for Academic Affairs oversees a wide range of programs and initiatives at the University, including adult literacy programs, service learning, early childhood professional development, collaborative programs with the New York City public schools, workforce development and continuing education, as well as programs such as the CUNY Language Immersion Program (CLIP), Accelerated Study in Associates Program (ASAP) and CUNY Start.

The Office Manager works with the Operations Unit and program staff at the CUNY Central Office/Office of the Senior University Dean for Academic Affairs. The Office Manager is responsible for organizing and coordinating office operations and procedures in order to ensure organizational effectiveness and efficiency. Responsibilities include supervising Operations Unit staff, providing facilities support, maintaining office records, including financial records, and assisting with the roll out of new processes and systems. The Office Manager achieves project results by communicating and coordinating operations requirements; appropriately prioritizing tasks; evaluating optional courses of action, providing status updates and ensuring deadlines are met. The position requires an in-depth understanding of managing the effective utilization of resources.

Reporting to the Director of Operations, the Office Manager will:

- Assist with the design and implementation of office procedures and policies.
- Perform supervisory duties: recruit and hire staff; orient and train employees; establish standards and practices; and evaluate staff performance.
- Co-ordinate office staff activities to ensure maximum efficiency.
- Maintain a safe and secure work environment. Monitor all potential safety and security hazards; alert facilities or Public Safety department as required.

- Oversee facility and safety inspections, fire drills, and other forms of emergency preparedness planning.
- Maintain office services by assisting with identifying, selecting, and monitoring vendors. Monitor contract expiration dates.
- Assist with the development and execution of a broad-based, unit-wide strategic environmental sustainability initiative. Foster a culture of environmental sustainability and awareness through ongoing organizational communications and education.

Other Duties

- Oversee all appointments and schedules pertaining to IT, office equipment, and facility related matters, e.g., equipment service/upgrades, water filtration/dispenser services, security system, fire extinguishers and extermination services.
- Liaise with CUNY departmental offices (i.e., Facilities, Public Safety, Computing and Information Services (CIS) and mail services), as well as with external contractors/vendors/service providers.
- Oversee the set-up process for new staff and ensure all related tasks are carried out.
- Coordinate with program management staff to ensure retrieval of key cards; workstation and restroom keys, and confirm return of any equipment supplied to staff during their employment.
- Oversee the facilitation of workstation moves.
- Maintain statistics and reports on equipment performance, facility-related services, supply usage and other administrative needs for budget, analysis and purchasing purposes.
- Monitor and maintain office supplies inventory for all equipment, including toner and paper.
- Maintain office records system by following procedures; for retention, protection, retrieval, transfer and disposal of records.
- Oversee CUNY and program staff requests and inquiries; ensure timely and accurate responses are being provided.
- May be assigned other tasks and duties reasonably related to their job responsibilities.

Qualifications

- Experience in management and supervision
- Team building skills
- Very effective organizational skills
- Self-starter
- Attention to detail and high level of accuracy
- Experience coordinating and managing work/project plans and timelines
- Time management skills
- Analytical and problem solving skills
- Tactful communication skills and sound judgement

Other Qualifications:

- Strong written and verbal communication skills.

- Strong interpersonal skills; ability to maintain good working relationships office-wide.
- Ability to work with discretion and maintain confidentiality.
- Ability to effectively present information to management, staff, internal and external vendors or service providers, in verbal or written form.
- Proficient in Microsoft Office Suite (especially Excel).
- Possess financial skills: ability to calculate percentages; taxes, compare rates, and perform cost benefit analysis.
- Strong work ethic with a customer service orientation; enthusiastic team player.
- Flexible and adaptable to changing business requirements and practices.
- Ability to work in a dynamic fast paced work environment.

Education and Experience:

Bachelor's degree, from an accredited college or university. Previous experience in office or operations management is needed.

All applications must include cover letter and resume.