



Job Title	Manager of Administrative Services
PVN ID	VA-1707-001957
Category	Managerial and Professional
Location	OFFICE OF SR. UNIV DEAN FOR ACADEMIC AFFAIRS
Department	CUNY Central OAA
Status	Full Time
Annual Salary	\$55,000.00 - \$70,000.00
Hour(s) a Week	35
Closing Date	Oct 11, 2017 (Or Until Filled)

General Description

The Manager of Administrative Services is a full-time position within the office of the Senior University Dean for Academic Affairs/Dean of the School of Professional Studies. Reporting to the Executive Director of Fiscal Administration, the Manager of Administrative Services will manage non-personnel expenses for programs administered through Research Foundation and through CUNY (tax levy).

The duties and responsibilities of the position will include, but are not limited to the following:

- Manage and coordinate all procurement activities for RF grants and CUNY funded projects (tax levy)
- Review of contract documents for submission to legal department
- Advise project directors and program staff on sponsor policies and procedures
- In consultation with the Executive Director, design and conduct staff trainings
- Recruit and recommend for hire staff in area supervised
- Supervise and train new staff on new electronic systems
- Resolve administrative matters referred to the project, program, or administrative unit

Other Duties

- Prepare variance reports and forecast expenses
- Respond to requests and inquiries in a timely and thorough manner
- Manage the acquisition, distribution and inventory of all equipment, furniture and supplies purchased for the Central Office and program sites

In addition to the above, the Manager of Administrative Services will assist programs in processing budget modifications in accordance with funding guidelines. Perform other duties as assigned by the Executive Director.

Qualifications

Minimum: Baccalaureate degree required. Prior experience in the field of grant administration required.

The ideal candidate will possess the following skills:

- Strong working knowledge of Excel
- Experience analyzing data and budgets
- Excellent communication skills, both verbal and written
- Ability to do detailed work in a fast-paced environment
- Ability to develop and manage effective tracking and monitoring systems
- Experience analyzing data and budgets
- Excellent organizational skills and a demonstrated ability to resolve problems professionally and efficiently
- Ability to meet deadlines and work within budget constraints
- Ability to organize and supervise the work of administrative and support staff
- Ability to organize, prioritize, and coordinate day-to-day projects and assignments
- Ability to work independently and as part of a team