

<b>Job Title</b>	Unit Coordinator
<b>PVN ID</b>	VA-1708-002012
<b>Category</b>	Administrative Services
<b>Location</b>	OFFICE OF SR. UNIV DEAN FOR ACADEMIC AFFAIRS
<b>Department</b>	Department: Office of Academic Affairs
<b>Status</b>	Full Time
<b>Annual Salary</b>	\$45,000.00 - \$60,000.00
<b>Hour(s) a Week</b>	35
<b>Closing Date</b>	Sep 26, 2017 (Or Until Filled)

## General Description

### Overview:

CUNY's Office of Continuing Education and Workforce Development is seeking an organized and self-motivated individual with excellent attention to detail, professional communication skills, and strong Excel and interpersonal skills. Under the weekly supervision of the University Director of Continuing Education and Workforce Programs, the administrative coordinator will provide support to the Directors in the Office with a focus on the development of new career pathways programs as well as initiatives for adult learners. Major projects include the Workforce Development Initiative and managing the Helena Rubinstein Scholarship as well as maintaining a calendar of meetings and communications for the entire office.

## Other Duties

### Essential Duties and Responsibilities:

- Office management in a fast-paced, team-oriented environment;
- Research new local and national trends, best practices, and program development in workforce training and sector-based initiatives;
- Assist with document creation, mailings, and overall communication strategy;
- Administrative tasks, including but not limited to:
  - Scheduling team meetings and meeting spaces;
  - Data entry, including cleaning up and merging data from various electronic and paper files;
  - Receiving guests and visitors;
  - Processing invoices; tracking expenses
  - Updating the Office's web presence, and assisting colleges with use of Blackboard LMS;
  - Assisting in the administration of a contract /relationship management system
- Other projects as deemed necessary.

## Qualifications

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- Bachelor's Degree preferred;
- Extremely organized and detailed-oriented person;

- Excellent Excel skills and the ability to learn new systems and tools quickly
- Excellent professional communication (written and verbal), judgment, and interpersonal skills;
- Ability to follow directions and troubleshoot problems that may arise;
- Positive attitude, ability to take initiative where necessary, and strong work ethic;
- Must be able to manage multiple competing priorities;
- Prior administrative assistant experience is a plus;
- Experience working with college-aged populations, adult students, in workforce development or human resources fields is not necessary, but is a plus.
- Experience with web development or website management is not necessary, but also a plus.