

<b>Job Title</b>	Office Operations Coordinator
<b>PVN ID</b>	VA-1710-002123
<b>Category</b>	Administrative Services
<b>Location</b>	OFFICE OF SR. UNIV DEAN FOR ACADEMIC AFFAIRS
<b>Department</b>	CUNY OAA - PDI
<b>Status</b>	Full Time
<b>Annual Salary</b>	\$40,000.00 - \$45,000.00
<b>Hour(s) a Week</b>	35
<b>Closing Date</b>	Sep 27, 2019 (Or Until Filled)

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## General Description

The **NY Early Childhood Professional Development Institute** (the Institute) is a unique public/private partnership that brings together a range of City agencies, a consortium of private funders, and the nation's largest urban university to create a center that provides and coordinates training and career development services for all individuals who work with children ages birth to 8 in New York.

The Office Operations Coordinator will provide administrative support to the Administrative and Budget Manager and Institute staff.

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## Other Duties

Reporting to the Administrative and Budget Manager, the Office Operations Coordinator will:

- Perform basic record-keeping duties, including but not limited to processing payroll timesheets, maintaining time and leave calendar, and processing invoices and reimbursement requests for assigned budgets, and daily mailroom drop off/pick ups.
- Monitor assigned budgets and report status of budgets to Administrative and Budget Manager on a periodic basis.
- Support Administrative and Budget Manager in human resource functions by processing job postings, new hire applicants, terminations, and maintaining all files.
- Maintain information systems/databases, office management policies and procedures, and office supplies.
- Manage office systems, including equipment inventory, computers, and paper files.
- Assist Directors with the preparation of reports to partners and funding agencies.
- Work with central office staff to ensure RF procedures are followed.
- Work with the CUNY operations staff, and Institute staff to ensure building issues are resolved.

- Coordinate other activities as needed with Directors and Executive Assistant.
- Other duties as assigned by the Administrative and Budget Manager and Executive Director.

## Qualifications

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- A Bachelor's Degree in a related field from an accredited institution.

### Professional Experience and Skills:

- Two years related administrative experience.
- Knowledge of major office computer hardware and software applications including but not limited to Word, Excel, Access, Publisher, and PowerPoint.
- Experience with Adobe Illustrator and Adobe InDesign preferred but not required.
- Ability to work effectively with staff, associates, and internal and external constituents.
- Ability to work with diverse ethnic and cultural organizations and individuals.
- Spanish speaker preferred but not required.

**Salary: \$40,000-\$45,000**

**Please submit your cover letter and resume with the application.**

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