



Job Title	Coordinator of Administrative Services
PVN ID	VA-1806-002533
Category	Administrative Services
Location	OFFICE OF SR. UNIV DEAN FOR ACADEMIC AFFAIRS

Department

Status	Full Time
Annual Salary	\$43,000.00 - \$47,000.00
Hour(s) a Week	35
Closing Date	Oct 10, 2019 (Or Until Filled)

General Description

The Coordinator 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 Manager of Administrative Services, the Coordinator of Administrative Services will manage non-personnel expenses for programs funded by the CUNY Research Foundation and by Tax Levy.

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

- Reviewing, processing, and monitoring all procurement activities within CUNY's Central Office and relating to CUNY Research Foundation grants and tax levy funds
- Developing and maintaining pertinent spreadsheets
- Generating routine and monthly reports as assigned
- Reviews paperwork for subcontracts and independent contractor agreements
- Submits contractor and vendor invoices for payment and tracks agreement and payment status
- Working closely with administrative and program staff to draft ad hoc reports upon request
- Responding to requests and inquiries in a timely and thorough manner

Other Duties

In addition to the above, the Coordinator of Administrative Services will assist programs in processing budget modifications per funding guidelines. She/he will also reconcile project expenses monthly to ensure that requests for payment are processed by the Research Foundation in a timely manner.

Qualifications

Minimum: Baccalaureate degree required, accounting or finance major preferred.

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
- Excellent organizational skills and a demonstrated ability to resolve problems professionally and efficiently