

Job Title	Project Associate
PVN ID	VA-1812-002852
Category	Administrative Services
Location	OFFICE OF SR. UNIV DEAN FOR ACADEMIC AFFAIRS
Department	Office of Academic Affairs
Status	Full Time
Annual Salary	\$40,000.00 - \$43,000.00
Hour(s) a Week	35
Closing Date	Jan 29, 2019 (Or Until Filled)

General Description

All young children in New York should have access to the highest quality services across sectors, locations, and professions. The New York Early Childhood Professional Development Institute, housed at the City University of New York, is a fast-paced, dynamic public/private partnership that exists to drive the excellence of services designed for young children through research, policy, and practice. The Institute is the implementing agency for QUALITYstarsNY.

QUALITYstarsNY is New York's early childhood quality rating and improvement system. Since its inception, QUALITYstarsNY has focused its evidence-based practices on closing the achievement gap and ensuring high quality educational opportunities for all of New York's youngest learners. Through a combination of assessment, coaching, professional development, and a wide range of resources, QUALITYstarsNY supports early childhood programs to provide the best possible care for children from birth to age five.

GENERAL DESCRIPTION

The Project Associate reports directly to the Director and Assistant Director of QUALITYstarsNY. The position oversees the day to day purchasing operations for the project across multiple funding streams and with various stakeholders. The Project Associate is an integral member of the central office team in carrying out the mission of the project and is a key position for developing and maintaining communications and relationships within the team, the Institute, CUNY, and with external vendors.

Other Duties

Purchasing –

Manage key components of purchasing processes and budgetary systems for overall project

- Receive, place, process, and track purchase and reimbursement requests
- Process contracts, invoices, and individual reimbursements for payment
- Track expenditures across multiple funding sources
- Investigate and resolve outstanding items in a timely manner
- Maintain professional and responsive communication with all stakeholders
- Manage inventory for supplies, equipment, and promotional items

Monitor processes and systems for accuracy and work flow consistency

- Route, track, respond to or delegate essential communications from the web or phone hotline
- Assist in coordinating logistics for meetings, events, and conferences
- Collaborate with other central office staff to coordinate and streamline processes
- Organize and ship resources as requested
- Attend staff meetings and trainings as required
- Perform special projects and other duties as assigned

Please submit your cover letter and resume with your application

Qualifications

Minimum Qualifications

- Bachelor's Degree
- At least two years of experience in purchasing, project management, and accounts payable or other related fields
- Intermediate level user, Microsoft Excel
- Experience working in a fast-paced, high-volume office setting preferred
- Strong communication skills (oral, writing, and interpersonal)
- Demonstrated strong interpersonal communication skills with a variety of internal and external stakeholders
- Ability to manage and prioritize a high volume of invoices and communications to completion
- Strong critical and analytical thinking skills
- Desire to contribute to project planning and effectively communicate priorities
- Strong ability to use technological tools and platforms to effectively manage complex data systems, including Microsoft Office (intermediate skill level using Excel)
- Innovative approach to work

Physical Requirements

- This position operates in a professional office environment. This role routinely uses standard office equipment such as personal computers, laptops, tablets, smart phone, photocopiers, filing cabinets and other presentation materials
- While performing these duties, the employee is required to perform physical activities such as, but not limited to, lifting items (up to 40 pounds), bending, reaching, sitting for prolonged periods of time.
- Ability to travel to other CUNY sites and QUALITYstarsNY locations as needed.

EEO Info

We are committed to enhancing our diverse academic community by actively encouraging people of all race, color, religion, gender, gender identities or expressions, sexual orientation, national origin, genetics, disabilities, age, or protected veteran status to apply. We take pride in our pluralistic community and continue to seek excellence through diversity and inclusion. CUNY is an EEO/AA Employer.