

<b>Job Title</b>	Administrative Supervisor
<b>PVN ID</b>	VA-1901-002903
<b>Category</b>	Administrative Services
<b>Location</b>	OFFICE OF SR. UNIV DEAN FOR ACADEMIC AFFAIRS
<b>Department</b>	Office of the Senior University Dean of
<b>Status</b>	Full Time
<b>Annual Salary</b>	\$47,000.00 - \$55,000.00
<b>Hour(s) a Week</b>	35
<b>Closing Date</b>	Oct 10, 2019 (Or Until Filled)

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## General Description

The City University of New York is launching the CUNY Summer Corps—a new initiative that will be a part of DYCD's Summer Youth Employment Program (SYEP). This will be a large University-wide program serving 1,000 students this summer. The Summer Corps builds off the success of CUNY Service Corps & CUNY Cultural Corps. The Summer Corps will provide eligible CUNY students with paid summer employment for six weeks for 25 hours per week with a pay of \$15 per hour. The goal of CUNY Summer Corps is to promote career exploration and career development that effectively prepares students for long-term career success.

The City University of New York seeks a motivated and detail-oriented professional to serve as the Administrative Supervisor. Reporting to the Senior Director of Fiscal and Administrative Services and Manager of Personnel Services, the Administrative Supervisor will oversee administrative processes for SYEP student onboarding; data entry & database management processes for student applicants and weekly timesheets entry. **(This is a temporary position beginning 2/18/19 through 12/31/2019)**

## Duties

- Reports directly to the Fiscal team and serves as the main point of contact to the program management team to ensure deadlines are met and all administrative processes are accurately and consistently followed;
- Oversees and supervises student on-boarding process, including facilitating large group orientations;
- Leads hiring efforts to build and manage a team of four Administrative Specialists;
- Manages, trains and supervises four Administrative Specialists to ensure data collection and entry for 1,500 applicants is completed on time and is accurately entered into the DYCD system;
- Oversees payroll intake process to collect and enter 1,200-1,500 paper-based new hire packets from students into the DYCD system;
- Oversees the process to collect, review, and enter weekly timesheets for 1,000 interns over the 6-week work period in July to mid-August;
- Maintains all paper-based necessary files for the program and follows strict adherence to DYCD policies,

procedures, and regulations in order to pass city auditing procedures at the conclusion of the summer program;

## Other Duties

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Oversees all other administrative processes, as needed;

- Performs related duties, as assigned;
- May require local travel.

## Qualifications

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### Minimum Qualifications

The successful candidate will have the following knowledge, skills and abilities:

- A bachelor's degree required; an advanced degree is a plus;
- Two+ years' experience in program administration, student development or another relevant field;
- Experience with payroll, timesheets entry as well as facilitating group orientations;
- Strong verbal and interpersonal communication skills with a focus on providing excellent client services;
- Demonstrated ability to interact effectively and collaboratively with a diverse community of students, faculty, staff and external partners;
- Demonstrated ability to work independently and lead a small team in a fast-paced and demanding work environment;
- Ability to exercise good judgement and apply problem solving skills;
- Strong computer proficiency using standard office software programs, in particular Microsoft Excel;
- Experience working collaboratively in a team oriented and outcomes focused environment;
- Proven ability to be detail-oriented, organized, and capable of coordinating multiple assignments and meeting deadlines.

### 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 20 pounds), bending, reaching, sitting for prolonged periods of time.
- Ability to travel to other local sites as needed.

**How to apply:**

For full consideration, upload a position focused cover letter and résumé as ONE MS WORD or ADOBE PDF DOCUMENT in the RESUME FIELD. Your cover letter should specifically describe your work experience as related to the duties of this position.

**EEO**

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.