

Job Title	Administrative Coordinator
PVN ID	VA-1901-002924
Category	Administrative Services
Location	OFFICE OF SR. UNIV DEAN FOR ACADEMIC AFFAIRS
Department	Office of Academic Affairs
Status	Part Time
Hourly Rate	\$25.82
Hour(s) a Week	14.00-30.00
Closing Date	Oct 10, 2019 (Or Until Filled)

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 four motivated and detail-oriented professionals to serve as the Administrative Coordinator. **(This is a temporary position beginning 2/18/19 through 8/30/2019, with the possibility to extend.)**

- Report to the Administrative Supervisor 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;
- Conduct student on-boarding and facilitate large group orientations;
- Collect and enter 1,500 paper-based new hire packets from students into the DYCD system;
- Collect, review, and enter weekly timesheets for 1,000 interns over the 6-week work period in July to mid-August;
- Prepare reports and analyze student data for SYP program;
- Maintain all paper-based necessary files for the program and follow strict adherence to DYCD policies, procedures, and regulations in order to pass city auditing procedures at the conclusion of the summer program;
- Maintain all necessary HR files, folders, and processes for the program in strict adherence to DYCD policies, procedures, and regulations;

Other Duties

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

Qualifications

Minimum Qualifications

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

- Current college students, junior or senior. Bachelor's degree preferred.
- Experience in program administration, student development or another relevant field;
- Experience with data, 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.