

<b>Job Title</b>	Senior Manager of Administrative Services
<b>PVN ID</b>	VA-2002-003539
<b>Category</b>	Managerial and Professional
<b>Location</b>	OFFICE OF SR. UNIV DEAN FOR ACADEMIC AFFAIRS
<b>Department</b>	Fiscal and Administrative Services
<b>Status</b>	Full Time
<b>Annual Salary</b>	\$67,000.00 - \$80,000.00
<b>Hour(s) a Week</b>	35
<b>Closing Date</b>	Aug 04, 2021 (Or Until Filled)

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## General Description

### Background:

The City University of New York (CUNY) is the nation's leading urban public university serving more than 540,000 students in matriculated degree, certificate and continuing education programs at 24 colleges and institutions in New York City. The Office of the Senior University Dean for Academic Affairs oversees a broad portfolio of programs at CUNY, all of them related to the university's mission of providing accessible, high quality education to all New Yorkers, and of helping City residents to prepare for and succeed in college and careers. Many of the programs managed by this unit are offered at CUNY colleges; others are directly operated out of the Central Office of Academic Affairs. The unit is in part distinguished by its strong commitment to high quality instruction and counseling for students, ongoing professional development for staff and instructors, data-driven program management and improvement, and rigorous evaluation of its programs and initiatives.

### General Description:

The Senior Manager 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 Senior Director of Fiscal and Administrative Services, the Senior Manager of Administrative Services will manage non-personnel expenses for programs administered through Research Foundation and through CUNY (tax levy). The Fiscal and Administrative Services unit supports four major program areas within the Office of the Senior University Dean for Academic Affairs (SUD): 1) K-16 initiatives; 2) Continuing Education and Workforce Development; 3) Student Success Initiatives; 4) NYC Early Child Care and Professional Development Institute.

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

### Procurement Management & Administration

- Manage and coordinate all procurement activities for RF grants and CUNY funded projects (tax levy)
- Oversee and review subcontract documents, budgets, and invoices for temporary program, Census 2020

- Review of subcontractor and sponsor contract documents for submission to legal department
- Track legal agreements and new accounts created by RFCUNY
- Advise project directors and program staff on sponsor policies and procedures
- Review and approve payment requests and contract manager transactions via RFCUNY's ePayment system and Contract Manager system
- Submit requisitions, receipts, expense reports, purchase card reconciliation, travel authorizations, and staff access forms via the CUNYFirst system
- Manage the acquisition, distribution and inventory of all equipment, furniture and supplies purchased for the Central Office and program sites
- Create invoices and sent to sponsor agencies and track payments received
- In addition to the above, the Senior Manager of Administrative Services will assist programs in processing budget modifications in accordance with funding guidelines.

## **Leadership & Team Development**

- Lead a team of four staff in Administrative Services, manage team including establishing workload, prioritizing work assignments, evaluating employee performance and resolving staff issues
- In consultation with the Senior Director, design and conduct staff trainings
- Recruit and provide recommendation to hire staff in area supervised
- Supervise and train new staff on new electronic systems
- Resolve administrative matters referred to the project, program, or administrative unit
- Work with team to identify opportunities to streamline workflow and improve efficiency

## **Other Duties**

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- Prepare variance reports and forecast expenses
- Respond to requests and inquiries in a timely and thorough manner
- Perform special projects and other duties as assigned.
- May require local travel.
- Attend staff meetings and trainings as required.

## **Qualifications**

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### **Minimum Qualifications**

- Baccalaureate degree required
- Prior experience in the field of grant administration required
- Knowledge of process and practices for managing a variety of contractual agreements

**The ideal candidate will possess the following skills:**

- Experience and a high level of proficiency using Microsoft Outlook, Excel, and Word are required
- 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
- Ability to meet deadlines and work within budget constraints
- Ability to organize and supervise the work of administrative and support staff
- Exceptional organizational, prioritization, and planning skills including coordination of day-to-day projects and assignments
- Ability to work independently and as part of a team

**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 CUNY sites as needed within New York City

## **EEO Info**

We are committed to enhancing our diverse academic community by actively encouraging people of any race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetic information, disability, 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.