

<b>Job Title</b>	Office Operations Coordinator
<b>PVN ID</b>	VA-2103-003953
<b>Category</b>	Administrative Services
<b>Location</b>	OFFICE OF SR. UNIV DEAN FOR ACADEMIC AFFAIRS

**Department**

<b>Status</b>	Full Time
<b>Annual Salary</b>	\$42,000.00 - \$45,000.00
<b>Hour(s) a Week</b>	35
<b>Closing Date</b>	Jul 21, 2021 (Or Until Filled)

## General Description

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**MISSION**

Children need to spend their most critical years with dedicated, educated, trained, and well-compensated individuals in order to thrive. The New York Early Childhood Professional Development Institute leads the work to establish and implement an early childhood workforce system to ensure funding, standards and competencies, career development resources, qualifications and credentials, professional development (training and strengths-based coaching), and program quality assurance and improvement for individuals who work with young children throughout New York. Housed at the City University of New York, the Institute is a fast-paced, dynamic public/private partnership that is committed to the early childhood workforce across New York State.

**GENERAL DESCRIPTION**

The Office Operations Coordinator plays a vital role in supporting Institute operations. Reporting to the Budget and Administration Senior Manager, the Coordinator supports Institute program directors and executive staff with purchasing and expense tracking and office operations. This position is a great opportunity for someone interested in developing a career in the field of nonprofit administration and operations.

**Purchasing, Expense Tracking, Invoicing**

- Make purchases and process invoices and reimbursement requests for assigned projects.
- Maintain tracking sheets for assigned projects, reconcile tracking sheets with OTPS reports, and report status of invoices and budgets to Budget and Administration Senior Manager on a periodic basis.
- Process all Institute book orders – send packages, process POs/invoices, record and reconcile revenue; order supplies needed for processing orders and process shipping invoices; maintain book inventory.
- Work with the Budget and Administration Senior Manager and relevant project associate to create invoices and needed back up documentation for all fee-for-service work (coaching, professional development, test prep, etc.); provide support to follow up on invoices and track payments; maintain fee-for-service tracking sheet.

- Support the Professional Development team to set up training events, including event registration, payment requests, and tracking attendance and training completion.

## **Office Operations**

- Provide general operations support to staff – answering questions and providing guidance as needed.
- Manage office supply inventory, including pantry and office equipment (copy machines).
- Drop off/pick up and distribute mail.
- Maintain organization of office storage spaces and shared spaces (conference room, elevator foyer).
- Maintain inventory tracking for all laptops and mifi units.
- Provide first line of communication through the Institute phone line and general email and direct inquiries to the appropriate staff member.
- Coordinate other activities as needed with administrative and project staff.
- Maintain and update Institute Administration Manual, including vendor list; ensure latest versions of RF and CUNY forms are available on the shared drive and older versions are archived.
- Process requests to archive paper records.

## **Other Duties**

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- Attend staff meetings and trainings as required.
- Provide limited coverage for admin Project Associate.
- Perform special projects and other duties as assigned by the Budget and Administration Senior Manager, the Deputy Executive Director, and Executive Director.

## **Qualifications**

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### **Minimum Qualifications and Competencies**

- A bachelor's degree in a related field from an accredited institution (preferred) or equivalent combination of education and experience in lieu of a bachelor's degree.
- Two years related administrative experience or at least three to four years of experience in lieu of a bachelor's degree.
- Knowledge of major office computer hardware and software applications including but not limited to Word, Excel, Publisher, and PowerPoint.
- Ability to work effectively with staff, associates, and internal and external constituents.
- Ability to work with diverse ethnic and cultural organizations and individuals.
- Demonstrated ability to multi-task and handle the variable workflow of a busy office environment.
- Positive attitude, flexible and creative approach to problem solving.

### **Preferred Qualifications**

- Administrative experience in a higher education environment.
- Bi-lingual Spanish speaker.

- Experience with Photoshop and/or Adobe InDesign.

### **Physical Requirements**

- The Institute is currently working remotely due to the COVID-19 pandemic. Some of these job duties will be modified to account for this change. The Coordinator will be provided with a laptop in order to be able to carry out the necessary duties remotely.
- 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. Reasonable accommodations will be made for employees with disabilities or other needs per RFCUNY policies.
- While performing these duties, the employee is required to perform physical activities such as, but not limited to, lifting items (up to 30 pounds), bending, reaching, sitting for prolonged periods of time.
- Ability to travel to other sites as needed.

### **How to Apply**

Provide a resume and cover letter specifying your qualifications, experience, and interest relevant to this position.

### **EEO Info**

*We are committed to enhancing our diverse academic community by actively encouraging people of any race, color, religion, gender, gender identity or expressions, 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.*