

Job Title	Supervisor of Administrative Services
PVN ID	VA-2106-004062
Category	Managerial and Professional
Location	OFFICE OF SR. UNIV DEAN FOR ACADEMIC AFFAIRS
Department	Office of Academic Affairs
Status	Full Time
Annual Salary	\$60,000.00 - \$70,000.00
Hour(s) a Week	35
Closing Date	Jul 21, 2021 (Or Until Filled)

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 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 Supervisor of Administrative Services is a full-time position within the office of Academic Affairs. Reporting to the Senior Director of Fiscal and Administrative Services, the Supervisor 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 Academic Affairs: 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 (50%)

- Manage and coordinate all procurement activities for RF grants and CUNY funded projects (tax levy)
- Oversee, track and review independent contractor and subcontract documents, budgets, and invoices for all programs
- 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
- In addition to the above, the Supervisor of Administrative Services will assist programs in processing budget modifications in accordance with funding guidelines.

Leadership & Team Development (40%)

- Lead a team of two staff in Administrative Services, including establishing workload, prioritizing work assignments, evaluating employee performance, and resolving staff issues
- In consultation with the Senior Director, design and conduct staff training
- 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

Other Duties (10%)

- 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 training as required.

Qualifications

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
- Supervisory experience of direct and indirect reports.

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 perform detailed work in a fast-paced environment, while meeting deadlines and working within budget constraints.
- Ability to develop and manage effective tracking and monitoring systems
- Excellent organizational skills and a demonstrated ability to resolve problems professionally and efficiently
- Demonstrated ability to work in a team context, as well as the ability to be effective when working independently
- Ability to manage, 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

Physical Requirements

- Due to the COVID-19 pandemic, beginning in the Fall of 2021, the location of the position will operate in a professional office environment and may also include a hybrid (office/home) work schedule.
- 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.