



<b>Job Title</b>	Administrative Coordinator, Tutor Corps
<b>PVN ID</b>	VA-2111-004365
<b>Category</b>	Administrative Services
<b>Location</b>	OFFICE OF SR. UNIV DEAN FOR ACADEMIC AFFAIRS
<b>Department</b>	Office of K-16 Initiatives
<b>Status</b>	Full Time
<b>Salary</b>	Depends on qualifications
<b>Hour(s) a Week</b>	35
<b>Closing Date</b>	Jan 05, 2022 (Or Until Filled)

## General Description

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### MISSION

CUNY's Office of K-16 Initiatives creates innovative pathways for young New Yorkers to envision and achieve success by engaging strategic partners in confronting systemic educational inequities.

### GENERAL DESCRIPTION

Reporting to the Program Manager of the Tutor Corps, the Administrative Coordinator will be responsible for maintaining systems to facilitate the day-to-day operations of tutors in NYC public middle and high schools.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

- Coordinate onboarding process, communicate regularly with accepted applicants, and coordinate hiring paperwork
- Communicate regularly with college students regarding their attendance, timesheets, and support needs
- Communicate regularly with human resources offices at different campuses regarding timesheets
- Manage set-up and maintenance of partnership and program database systems
- Support in school recruitment and invoice process for participating schools
- Support the collection and basic analysis of program data
- Coordinate distribution of stipends or other miscellaneous funding
- Facilitate purchasing of promotional or marketing materials, necessary office supplies and maintenance of software agreements

## Other Duties

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- Assist in recruitment, interviews and hiring
- Manage set up, logistics, and communication for trainings and special events

## Qualifications

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### Minimum Qualifications

- Bachelors degree, or HS diploma (or equivalent) and 3 years experience
- Minimum 2 years of experience in client-facing role
- Enthusiasm, commitment to excellence, highly organized and detail oriented.
- The ability to handle multiple tasks with organization and accuracy.
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint), internet research and strong knowledge of social media. Experience working with databases.

### Preferred Qualifications:

- Collaborative and results-oriented approach to managing part-time employees
- Excellent relationship management and interpersonal skills: the ability to work effectively with tutors, teachers, and staff; display superior judgment and diplomatic skills; excellent verbal and written communications skills.
- Belief in power of positive youth development and near-peer mentoring models.
- Knowledge of and experience working with NYC public schools

### EEO Info

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.

### Compensation

*Commensurate with experience*

### How To Apply

*Position open until filled.*

**To Apply:** Cover letter and resume in application for this position must be submitted via the CUNY Research Foundation website at [www.rfcuny.org](http://www.rfcuny.org).

