



<b>Job Title</b>	Budget & Administration Coordinator
<b>PVN ID</b>	VA-2204-004739
<b>Category</b>	Managerial and Professional
<b>Location</b>	OFFICE OF SR. UNIV DEAN FOR ACADEMIC AFFAIRS
<b>Department</b>	Continuing Education & Workforce Program
<b>Status</b>	Full Time
<b>Annual Salary</b>	\$58,500.00 - \$60,000.00
<b>Hour(s) a Week</b>	35
<b>Closing Date</b>	Dec 19, 2023 (Or Until Filled)

## General Description

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### Closing Date

Applications will be reviewed on a rolling basis until position is filled.

### General Description

The City University of New York's Office of Continuing Education and Workforce Programs oversees and manages a portfolio of programs and initiatives with the purpose of ensuring that all CUNY graduates are able to earn a living wage in a career of their choosing within one year of degree completion.

CUNY Continuing Education and Workforce Programs is seeking a Fiscal Analyst to ensure that programs are achieving operational efficiency and meeting program performance goals. This position will work closely with the Senior Director of Operations & Finance in coordinating the transactions between the payroll, accounts payable, and program teams.

The ideal candidate will have superior communication skills, both written and verbal, a customer service mindset, an ability to meet deadlines, and the capacity think creatively to help all stakeholders achieve their goals.

## Other Duties

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To ensure an effective, accountable program, the CEWP Budget & Administration Coordinator will:

- Report to and assist the Senior Director of Operations & Finance;

- Support program staff from the Office of Continuing Education and Workforce Programs (CEWP);
- Work closely with the Office of Fiscal Administration & Payroll;
- Provide operational support for projects requiring administrative processes including Break Through Tech team, CUNY Futures in Finance, Upskilling Initiative, and CUNY Internship Programs;
- Collect and prepare student information for stipend payment or onboarding to internship programs;
- Work closely and communicate frequently with the Office of Fiscal Administration & Payroll, which will provide a parallel team of payroll experts to support students;
- Communicate with students and employers about program timelines, processes, and policies especially those pertaining to payroll on-boarding and documentation submission for stipends as they connect to internship programs;
- Reconcile cash advances and other open expenses;
- Manage timesheet submission for CEWP staff and approve timesheets for all CEWP interns;
- Administer gift card payments for program completion incentives;
- Handle and transmit sensitive student information safely and securely with discretion;
- Maintain necessary files, folders, and processes for the CEWP programs;
- Oversee other administrative processes, as needed; and
- Performs related duties, as assigned.

## Qualifications

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

- A post-secondary degree (bachelors or associates);
- One to three (1-3) years' experience in operations or administration of programs in education or workforce development;
- Project management skills - detail-oriented and organized with the ability to manage multiple assignments and meet deadlines;
- Strong verbal and interpersonal communication skills to work and interact effectively, collaboratively, and cooperatively with a diverse community of students, faculty, staff and external partners.
- Strong computer proficiency using standard office software programs, in particular Microsoft Office;
- Ability to work independently as well as in teams;
- Ability to learn new, often proprietary, systems for budget, data, and processes;
- Ability to work collaboratively in a team oriented and outcomes-focused environment.

## Physical Requirements

- This position is located in a professional office environment and is currently hybrid, working 70% in person (7 days) in office and 30% remote (3 days) during every two-week payroll cycle. Laptop may be provided if needed to support working remotely.

As of May 27, 2022, all candidates will be required to provide proof of being fully vaccinated against COVID-19 upon commencing employment. Exemption (medical or religious) requests to this requirement will be considered in accordance with applicable law and criteria. Being fully vaccinated is defined for this purpose as two weeks after a final dose in primary series of an authorized COVID-19 vaccine (example: two weeks after the second dose of a two-dose vaccine such as Moderna or Pfizer, or two weeks after a single dose vaccine such as Johnson and Johnson). Final candidates must be fully vaccinated as of their first day of employment. Newly hired employees will be sent an email with instructions on how to upload their vaccine information on the

Research Foundation portal.

**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. The Research Foundation of the City University of New York is an Equal Opportunity/Affirmative Action/Americans with disabilities act/E-Verify employer.