

<b>Job Title</b>	Program and Finance Coordinator
<b>PVN ID</b>	VA-2301-005357
<b>Category</b>	Managerial and Professional
<b>Location</b>	OFFICE OF SR. UNIV DEAN FOR ACADEMIC AFFAIRS
<b>Department</b>	Office of Career and Industry Partnershi
<b>Status</b>	Full Time
<b>Annual Salary</b>	\$50,000.00 - \$50,000.00
<b>Hour(s) a Week</b>	35
<b>Closing Date</b>	Mar 10, 2023 (Or Until Filled)

## General Description

The CUNY Office of Career and Industry Partnerships (OCIP) is dedicated to the mission of connecting academic pursuits with career preparation. OCIP works closely with industry and the public/nonprofit sectors to understand the skills required for the most in-demand jobs and trains City University of New York (CUNY) students in those skills to prepare them for early and sustained career success. OCIP's spectrum of programs, including its Corps programs, are designed to give students an advantage in the job market and build their skills through work-based learning.

In early 2016, the New York City Department of Cultural Affairs released a report entitled "Diversity in the New York City Department of Cultural Affairs Community," which concluded that the diversity of staff and leadership at City-funded non-profit cultural organizations does not reflect the demographic diversity of the City's population. CUNY Cultural Corps is one effort to diversify the cultural arts sector. CUNY Cultural Corps offers students paid, part-time professional learning experiences during the academic year in arts and cultural organizations throughout New York City.

## Other Duties

CUNY Cultural Corps is looking to hire a full-time program and finance coordinator. This person will oversee all aspects of payroll administration and reporting for the program. The coordinator will also play a programmatic role by planning, implementing and supporting projects.

### Program management

- Collaborates with the Cultural Corps team to develop and improve the program's offerings and reach the goal of diversifying the arts and cultural sector
- Proactively leads projects and improves processes
- Responds to inquiries and requests

- Communicates with students, employers, CUNY colleges, and other departments about a number of topics including on payroll processes and intern work performance
- Recruits students and employer partners
- Supports students and employers in order to ensure success

### **Fiscal management**

- Manages all payroll processes and improves payroll processes as needed to streamline operations
- Coordinates efforts payroll onboarding for Cultural Corps interns
- Coordinates and leads payroll orientations
- Creates dashboards and trackers to monitor spending
- Tracks and reports fiscal information to make sure program milestones are being met
- Collaborates across teams

### **Other**

- Supports specialized fellowship projects and activities
- Assists in developing and facilitating program workshops
- Performs other duties as assigned

## **Qualifications**

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### **Minimum Qualifications**

- A baccalaureate degree with at least one year of relevant experience, or equivalent combination of education and experience.
- Demonstrated computer skills, especially in MS excel, and experience with standard desktop tools (e.g. Zoom, Slack, databases, and/or program management software) and willingness to learn new computer skills
- Knowledge, professional stature, and demonstrated ability to work effectively with multiple stakeholders.
- Outstanding organizational, interpersonal and communication skills.
- Ability to explain complicated processes clearly.
- Ability to set and meet deadlines.
- Excellent teamwork skills.
- Able to work independently, perform multiple tasks simultaneously, and work within a team environment with students, faculty, staff, and administrators.
- Available in the daytime as well as evenings/weekends if needed.

### **Physical Requirements**

- Due to the COVID-19 pandemic, this position currently is a hybrid (work-from-home and office) position. The permanent location of the position in the near future will operate in a professional office environment in NYC. Laptop and other equipment will be provided if necessary to support working remotely.
- Ability to travel to multiple sites throughout NYC.
- The employee may be required to perform physical activities such as, but not limited to, lifting items (up to 20 pounds), bending, reaching, and sitting for prolonged periods of time.

### **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.