



<b>Job Title</b>	Intern (Finance)
<b>PVN ID</b>	VC-2206-004872
<b>Category</b>	Administrative Services
<b>Location</b>	OFFICE OF VC - FACILIT PLAN, CONSTRUC & MGMT
<b>Department</b>	Capital Procurement Services
<b>Status</b>	Part Time
<b>Hourly Rate</b>	\$15.00-\$15.00
<b>Hour(s) a Week</b>	15.00-20.00
<b>Closing Date</b>	Jul 19, 2023 (Or Until Filled)

## General Description

---

### General Description

The City University of New York (CUNY) is the nation's leading urban public university, serving more than 270,000 degree-credit students at 25 institutions in New York City.

The Capital Procurement Services unit of CUNY's Office of Facilities Planning, Construction and Management (FPCM) is responsible for the procurement, management, and administration of contracts and task orders for architectural, engineering, construction, and related services for all of CUNY's facilities across the five boroughs.

Part-time, 15-20 hours per week. Salary \$15 per hour.

Review of resumes to begin immediately.

## Other Duties

---

### Duties and Responsibilities

- Provide support to Capital Procurement Services by tracking projects and assisting in administrative duties,
- Maintain contract files, assist in drafting letters, create Excel spreadsheets and PowerPoint presentations,
- Assist in the collection of data and prepare reports,
- Assist in compiling data for the CUNY FPCM website and the administration and management of databases,
- Perform other duties as assigned.

## Qualifications

---

### Qualifications

- Have earned at least 45 college credits towards a bachelors or masters degree in business management, business administration, computer science, management information systems or a related field by the start of the Spring 2022 semester.
- Have a cumulative grade point average of at least 3.0,
- Express an interest in accounting, math, auditing or public administration,
- Possess strong written and verbal communications and time management skills,
- Have computer skills including Microsoft Word, particularly Excel, Power Point.
- Enrollment in a CUNY college or program a plus.