



Job Title	Procurement Interns
PVN ID	VC-2301-005331
Category	Administrative Services
Location	OFFICE OF VC - FACILIT PLAN, CONSTRUC & MGMT
Department	Office of Capital Budget and Finance
Status	Part Time
Hourly Rate	\$15.00-\$15.00
Hour(s) a Week	0.00
Closing Date	Aug 29, 2023 (Or Until Filled)

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.

Other Duties

- Provide support to Capital Procurement Services by assisting in administrative duties such as drafting letters, creating and maintaining spreadsheets, and assisting in the collection of data and reports.
- Communicate with staff within FPCM as well as contractors to obtain necessary information.
- Assist in compiling data for the CUNY FPCM website and assist with the administration and management of various databases,
- Perform other duties as assigned.

Qualifications

- Enrolled in an accredited college with at least 45 credits towards a bachelors or master's degree.
- Excellent writing, interpersonal, customer service and presentation skills.
- Ability to write business letters and correspondence.
- Advanced Microsoft Excel and Word skills.
- Ability to adapt to a fast-paced work environment and changing needs and priorities.
- Detailed oriented, well organized; and ability to multi-task, meet deadlines and work independently.