



Job Title	Data and Technical Coordinator
PVN ID	VC-2409-006447
Category	Administrative Services
Location	OFFICE OF VC - FACILIT PLAN, CONSTRUC & MGMT
Department	Program Management Office
Status	Full Time
Annual Salary	\$50,000.00 - \$70,000.00
Hour(s) a Week	35
Closing Date	Mar 25, 2025 (Or Until Filled)

General Description

CUNY has embarked on a multi-billion dollar and multi-year capital design and construction program at its 25 campuses. The Data/Technical Coordinator's primary responsibility will be to provide support in the project control functions for CUNY's Capital Design and Construction Program. This candidate will play an integral cross-functioning role that involves tracking and reporting procedures on projects and program workflow performance reporting directly to the Manager of the Program Management Office for Facility Planning, Construction, and Management. The Data/Technical Coordinator works collaboratively with numerous stakeholders including Directors, Assistant Directors, and Projects Managers.

Other Duties

- Coordinate with all departments to assist the Manager, Program Management Office with program procedures and workflows
- Update cost and schedule information for all projects that are included in the Design and Construction Program
- Analyze budget performance for all projects including expenditures, actuals, and projections
- Identify discrepancies in data and advise the Manager, PMO accordingly
- Frequently update the CUNY Project Management System on the status of projects in relation to financial information, project schedule, and progress report
- Prepare regular project management reports to inform decisions by senior FPCM staff
- Act as technical support to leading our project management software (PMWEB) by regularly updating workflows, coordinating with all project Managers and Assistant Directors
- Experience in time management and multitasking with multiple competing priorities
- Experience in creating adhoc reports utilizing Excel skills such as Pivot table, Gant Charts, Formulated cross references

Qualifications

Minimum Qualifications

- A bachelor's degree in Computer Science, Computer Information Systems, or Data Management curriculum
2+ years working as a technical or data coordinator
- Experience in advanced administrative skills such as problem-solving, conflict resolution
- Understanding of building components and construction
- Knowledge of Microsoft Office tools (Microsoft Excel, Word, PowerPoint, Project)
- Computer skills, including email, spreadsheets, databases, project management, and presentation packages
- Programming languages (C#, C++,Java, JavaScript)
- Experience using GitHub and PowerBI

Preferred Qualifications

- Construction Project Management background
- Experience with NY State and/or New York City agencies
- Demonstrated coordination skills with the ability to coordinate with teams and use strategic and tactical judgment to make decisions and handle various situations
- Strong technical and analytical skills
- Strong leadership skills to lead project teams
- Proven ability to promote equitable practices that value inclusiveness and diversity

Core Competencies

- Excellent written and verbal communication
- Ability to work on multiple design and construction projects at one time
- Excellent organizational skills and the ability to multi-task
- Ability to work under pressure and to meet multiple deadlines
- Ability to prioritize competing work
- Self and team motivator
- Ability to be a team player
- Ability to set project priorities and adjust implementation strategies
- Ability to work effectively with staff, associates, and internal and external constituents
- Knowledgeable of capital and operating budgets
- Alert and observant and looking for ways to improve processes
- Out-of-the-box thinker, creative, inventive, and adaptable to situations