

Job Title	Operations Associate
PVN ID	JJ-1607-001288
Category	Administrative Services
Location	JOHN JAY COLLEGE OF CRIMINAL JUSTICE
Department	Prisoner Reentry Institute
Status	Full Time
Annual Salary	\$40,000.00 - \$50,000.00
Hour(s) a Week	35
Closing Date	Sep 26, 2016 (Or Until Filled)

General Description

The Prisoner Reentry Institute (PRI) at John Jay College of Criminal Justice is seeking a full-time Operations Associate to provide administrative support to its operations. Under the supervision of the Chief of Staff, the Operations Associate will provide supportive services as well as manage the day-to-day financial transactions of the Institute. The ideal candidate will be an experienced administrator who is willing to learn and who has a proven ability to manage multiple commitments combining attention to detail with productivity.

About the Prisoner Reentry Institute

The mission of the Prisoner Reentry Institute is to spur innovation and improve practice in the field of reentry by advancing knowledge; translating research into effective policy and service delivery; and fostering effective partnerships between criminal justice and non-criminal justice disciplines. Building on faculty expertise and student interest at John Jay College, the Institute's work focuses on professionalizing the field of reentry by providing practitioners and policymakers with practical tools and new ideas to advance their work. The Institute actively seeks financial support for its work from government and foundation sources. It is one of twelve centers and institutes that constitute the Research Consortium at John Jay College. To learn more about our work, please visit www.johnjaypri.org.

Other Duties

Under the guidance of the Chief of Staff, the Operations Associate is responsible for:

ADMINISTRATION

- Overseeing the day-to-day management of the office (maintaining supplies, coordinating work orders, office repairs, etc.)
- Providing general administrative support to the Operations team (assisting with execution of PRI events,

assisting with communications, etc.)

- Supervising interns
- Managing special projects as assigned

FINANCE

- Managing purchasing
- Processing invoices
- Reconciling monthly purchase card reports and expense vouchers
- Tracking expenses in real time to monitor program budgets
- Preparing quarterly budget to actual reports on projects
- Assisting with the preparation of financial reports for various funding requests

CONTRACTS

- Assist with preparation and processing of vendor contracts

Other duties as assigned

Qualifications

We are seeking candidates who can operate in a fast-paced, growing environment and who can balance self-directive and collaborative instincts. A Bachelor's Degree in Business Administration or Public Administration with 3-5 years of related experience is desirable. Candidates must possess the following:

- Experience providing administrative and financial support
- A demonstrated commitment to building and maintaining strong working relationships with diverse stakeholders
- A proven ability to do detailed work in a fast-paced environment
- A proven ability to develop and manage effective tracking and monitoring systems
- Excellent organizational skills and a demonstrated ability to resolve problems professionally and efficiently
- Strong working knowledge of Excel
- Familiarity with budgets and financial reporting
- Experience working in higher education is preferred but not required
- Experience working with the Research Foundation of CUNY is preferred but not required