RESEARCH FOUNDATION CUNY

Careers at RFCUNY
Job Openings

Job Title	Collaboration Administrator
PVN ID	RC-2010-003731
Category	Clerical/Office Services
Location	CUNY-ADVANCED SCIENCE RESEARCH CENTER
Department	
Status	Part Time
Salary	Depends on qualifications
Hour(s) a Week	15.00-25.00
Closing Date	Jan 29, 2021 (Or Until Filled)

General Description

We seek an experienced Collaboration Administrator for our recently awarded 4-year “Simons Collaboration on Extreme Wave Phenomena Based on Symmetries.” The award, made by the Simons Foundation, aims to “advance the frontiers of research in mathematics and the basic sciences.” This Collaboration is comprised of fourteen Principal Investigators (PIs) and collaborators across multiple institutions and will include additional collaborators, postdoctoral researchers, and students as the projects progress. The Collaboration Administrator will be the primary point of contact for all PIs and participants and will carry out administrative functions to facilitate the execution of project goals. This includes, but is not limited to: updating the collaboration website; facilitate research meetings (virtual and/or in-person); plan programming and events; make travel arrangements; process expenditures; lead new hire onboarding; ensure budget compliance; manage data collection and storage. The Collaboration Administrator will report to the Collaborations Director. The primary work-site for this part-time RFCUNY position will be the Photonics Initiative in the CUNY Advanced Science Research Center building in Harlem. However, due to the current COVID-19 pandemic, work will be conducted off-site until further notice.

Other Duties

- Facilitate communications amongst collaborators
- Schedule virtual meetings, primarily via Zoom
- Organize in-person meetings as needed
- Lead recruitment efforts (for students and postdocs)

- Lead new hire processing on RFCUNY
- Process travel reimbursements on RFCUNY
- Make travel arrangements as needed
- Support in assessment of performance of the project
- Collect and store data as needed for reporting
- Administer expenditures of funds as awarded
- Assist with ordering supplies
- Lead project-specific event organization

The ideal candidate will have the following:

- Ability to set priorities, solve problems and exercise sound judgment and initiative
- Ability to interact well and communicate clearly and accurately with a broad spectrum of people
- Ability to multitask and meet deadlines
- Ability follow administrative policies and procedures and articulate policies and procedures in response to inquiries
- Experience in website content development, preferably in on WordPress
- Proficient in use of major software programs for supporting office operations, especially MS Office suite
- Flexibility with off-site and on-site work

Qualifications

- Bachelor's Degree from an accredited college and two years of related work experience
- Experience in website content development, preferably in on WordPress
- Experience with video conferencing software
- Proficient in use of major RF administrative systems (or equivalent) for reporting on matters related to personnel, resources, schedules, tracking, purchasing, etc. preferred

How to Apply

Upload a resume, cover letter, and two professional references on the RFCUNY job portal.

EEO Info

We are committed to enhancing our diverse academic community by actively encouraging people of all race, color, religion, gender, gender identities or expressions, sexual orientation, national origin, genetics, disabilities, 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.