

Job Description

Job Title: Administrative Coordinator - CUNY START
Job ID: 13109
Location: Hostos Community College
Full/Part Time: Full-Time
Regular/Temporary: Regular

GENERAL DUTIES

Supports projects, initiatives, and activities that impact an academic or administrative department.

- Manages basic office functions such as communications, meeting schedules, work plans, staff assignments, and distributing information.
- Collects data for, prepares, and distributes reports and presentations using word processing, spreadsheet, and presentation software.
- Updates office databases, lists, and files to ensure completeness and accuracy; maintains current information on department web site(s); maintains department archives and collections.
- Conducts internet and/or database research and performs basic systems queries to locate information related to department activities.
- Maintains department fiscal plans and budgets; assists in budget administration and invoice processing.
- Provides basic information, instructions, and materials as requested by students, faculty, and others who contact the department.
- May supervise office staff and student workers.
- Performs related duties as assigned.

Job Title Name: Administrative Coordinator

CONTRACT TITLE

Assistant to HEO

FLSA

Non-exempt

CAMPUS SPECIFIC INFORMATION

The Division of Continuing Education and Workforce Development at Hostos Community College is seeking an Administrative Coordinator for the CUNY Start Program. CUNY Start is an intensive 18 week program that offers full-time and part-time classes in academic reading, writing, and math for students who have not passed one or more of the CUNY placement tests.

MINIMUM QUALIFICATIONS

Bachelor's Degree required.

OTHER QUALIFICATIONS

The following qualifications are preferred:

- Two years' related experience in higher education
- Availability to work evening and weekend hours
- CUNY experience

COMPENSATION

\$35,576 - \$43,662

BENEFITS

CUNY offers a comprehensive benefits package to employees and eligible dependents based on job title and classification. Employees are also offered pension and Tax-Deferred Savings Plans. Part-time employees must meet a weekly or semester work hour criteria to be eligible for health benefits. Health benefits are also extended to retirees who meet the eligibility criteria.

HOW TO APPLY

Applicants must apply online by accessing the CUNY website at www.cuny.edu and navigating to the following links: "Employment" and "Search Job Listings."

Please attach resume, cover letter, and the names, addresses, and telephone numbers of three professional references.

CLOSING DATE

August 5, 2015

JOB SEARCH CATEGORY

CUNY Job Posting: Managerial/Professional

EQUAL EMPLOYMENT OPPORTUNITY

We are committed to enhancing our diverse academic community by actively encouraging people with disabilities, minorities, veterans, and women to apply. We take pride in our pluralistic community and continue to seek excellence through diversity and inclusion. EO/AA Employer.