

## Job Description

**Job Title:** Administrative Coordinator - Student Success Coaching Unit  
**Job ID:** 15224  
**Location:** Hostos Community College  
**Full/Part Time:** Full-Time  
**Regular/Temporary:** Regular

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### POSITION DETAILS

The Student Success Coaching Unit (SSCU) is an innovative academic engagement program that is committed to the academic, personal, and professional development of Hostos Community College students. SSCU coaches work one-on-one with students to facilitate degree completion, transferring, and career planning. Reporting to the Director, the Administrative Coordinator provides administrative support in day-to-day operations of the SSCU.

Additional responsibilities include the following:

- Maintains and enhances departmental website content, publications, and archive system.
- Assists management in transitioning new employees to the SSCU.
- Manages the office calendar to include meeting schedules, work plans, event schedules, and communication plans.
- Supervises College Assistants and coordinates front desk reception activities in a high volume student services office with a strong emphasis on ensuring excellent customer service
- Responsible for processes related to the ordering of office supplies, completion of work orders, technology access, and coordination of physical office space.

### QUALIFICATIONS

Bachelor's Degree required. Availability to work evening and weekend hours preferred.

### CUNY TITLE OVERVIEW

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

**CUNY TITLE**

Assistant to HEO

**FLSA**

Non-exempt

**COMPENSATION AND BENEFITS**

\$35,576 - \$38,407 - commensurate with education and experience.

CUNY's benefits contribute significantly to total compensation, supporting health and wellness, financial well-being, and professional development. We offer a range of health plans, competitive retirement/pension benefits and savings plans, tuition waivers for CUNY graduate study and generous paid time off. Our staff also benefits from the extensive academic, arts, and athletic programs on our campuses and the opportunity to participate in a lively, diverse academic community in one of the greatest cities in the world.

**HOW TO APPLY**

Applicants must apply online by visiting the CUNY website at [www.cuny.edu](http://www.cuny.edu) and navigating to the following links: "Employment" and "Search Job Postings."

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

**CLOSING DATE**

August 24, 2016

**JOB SEARCH CATEGORY**

CUNY Job Posting: Managerial/Professional

**EQUAL EMPLOYMENT OPPORTUNITY**

CUNY encourages people with disabilities, minorities, veterans and women to apply. At CUNY, Italian Americans are also included among our protected groups. Applicants and employees will not be discriminated against on the basis of any legally protected category, including sexual orientation or gender identity. EEO/AA/Vet/Disability Employer.

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