Job Description

Job Title: Administrative Coordinator - Conference Center
Job ID: 12519
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, 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's website(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

Reporting directly to the Assistant Manager of the Conference Center, the successful candidate will be responsible for the following:

- Provides administrative support for Conference Center operations.
- Assists with events management and coordinates external events on an ongoing basis; produces weekly reports.
- Provides clear communications on the Director’s behalf both within and outside the unit.
- Participates in special projects and efforts to improve unit effectiveness.
- Coordinates office operations such as meetings, communications, events, and reports.
- Maintains extensive files and records for the unit.
- Collects data; prepares and distributes reports and presentations.
- Runs basic system queries and reports to provide data.
- Updates office databases, lists, and files to ensure completeness and accuracy.
- Maintains current information on manuals, brochures, and other marketing materials.
- Maintains accurate calendars, schedules, and key dates.

**MINIMUM QUALIFICATIONS**

Bachelor's Degree required.

**OTHER QUALIFICATIONS**

Preferred Qualifications:
- Availability to work evening and weekend hours
- Bilingual skills in English and Spanish
- Basic technical and audiovisual skills

**COMPENSATION**

$35,576 - $38,407

**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 Postings"

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

**CLOSING DATE**

April 10, 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.