

Job Description

Job Title:	Administrative Coordinator - CUNY in the Heights
Job ID:	17373
Location:	Hostos Community College
Full/Part Time:	Full-Time
Regular/Temporary:	Regular

POSITION DETAILS

CUNY in the Heights is a vibrant workforce development and continuing education satellite campus of Hostos Community College. CUNY in the Heights is a model of innovative collaboration and partnerships both within CUNY and the local community. In addition to Hostos Community College, it also houses Borough of Manhattan Community College Associate Degree courses as well as a State University of New York ATTAIN Technology Lab. Under the Hostos Division of Continuing Education and Workforce Development, CUNY in the Heights offers over 30 professional certificates and certifications in various fields to include allied health, technology, business, and education as well as special programs such as the High School Preparation, College for Kids, and English Language program. With an annual enrollment of over 3500, CUNY in the Heights helps students obtain in-demand labor market credentials, transition to college, learn basic to advanced technology skills, and access various cultural programming.

Reporting to the Executive Director of CUNY in the Heights, the Administrative Coordinator provides support in all areas within the Executive's portfolio. These include student enrollment, course brochure, program website, human resources, outreach and marketing, vendor relations, student affairs, and CUNYFirst database operations.

Additional responsibilities include the following:

- Provides basic operational and analytical support related to a College's specialized academic program.
- Supports the directors and managers with orientation preparation, student advisement regarding program requirements, and providing basic information about financial aid and registration.
- Manages office records including faculty files; prepares reports and surveys; collects and maintains statistical data on program activities.
- Serves as liaison to various college offices to provide service delivery and appropriate referrals to students.
- Collects and reviews syllabi to ensure compliance with standards.
- Serves as resource person for students and faculty regarding program policies and procedures.
- May supervise office operations and/or monitor department budget.

QUALIFICATIONS

Bachelor's Degree required.

The following qualifications are preferred:

- At least two (2) years' experience in higher education
- Advance Microsoft skills including MS Excel
- Strong work ethic and character with a high degree of personal integrity to work with discretion and maintain confidentiality
- Motivated and enthusiastic self-starter with the ability to take initiative
- Effective writing, editing, proofreading, oral, and interpersonal communication skills
- Customer focused with ability to interact and work effectively with diverse internal and external constituents at various organizational levels
- Strong follow-through skills to prioritize work, manage multiple priorities, and meet deadlines
- Availability to work evening hours
- Bilingual skills in English and Spanish

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

\$40,815 - \$45,957; 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 accessing the CUNY website at www.cuny.edu and navigating to the following links: "Employment", "Search for Jobs", and "Search Job Listings"

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

CLOSING DATE

November 24, 2017

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.
