Job Title: Administrative Coordinator – Vice President Student & Enrollment Services

Job ID: 17340

Location: College of Staten Island

Full/Part Time: Full-Time

Regular/Temporary: Regular

POSITION DETAILS

The College of Staten Island (CSI) is a City University of New York (CUNY) senior College organized around two academic divisions and three schools, with over 14,000 students. CSI offers a broad range of academic programs in the liberal arts and sciences, and in several professional areas. The College awards associate's, bachelor's, master's and clinical doctoral degrees, and in collaboration with The CUNY Graduate Center, numerous Ph.D. degrees. CSI's internationally recognized faculty passionately engage in scholarly and artistic activities, and together with a strong professional staff, lead students through transformational learning experiences both inside and outside of the classroom. The College is situated on a 204-acre site, has recently incorporated a residential component, and is currently engaging in capital expansion. It is a hub of intellectual and artistic activity and a community partner and source of economic impact and job creation for the greater Staten Island area.

The College's faculty, administration, and staff are committed to educational excellence as they instill in students an enduring love of learning and respect for pluralism and diversity. The College community recognizes its responsibility to strive for the common good, including an informed appreciation for the interdependence of all people, as well as providing students with the opportunities for successful future careers.

Reporting to the Vice President for Student and Enrollment Services, the Administrative Coordinator duties, in addition to the CUNY Title Overview are as followings:

- Oversees processes for emergency funding for students.
- Provides administrative support to the Vice President.
- Serves as back up for Vice President and Assistant Vice President travel arrangements.
- Creates requisitions to generate purchase orders in CUNY First.
- Processes check requests for expenditures from non-tax levy funds.
- Processes external requests for student disciplinary records and keeps accurate files.
- Tracks and processes personnel leave time.
- Schedules meetings for Vice President and Assistant Vice President.
- Takes minutes at meetings as necessary.
- Provides unofficial transcripts as needed.
- Orders office supplies and tracks expenses.
- Answers phones and takes messages.
- Performs other duties as assigned.

QUALIFICATIONS

Bachelor's Degree required.

The successful candidate will have:

- Excellent communication skills.
- Experience working in a fast paced environment.
- Proficiencies in MS Office Suite and Database skills particularly PeopleSoft.
- A proactive approach to problem solving.
- A calm demeanor and the ability to multi-task.
- Flexibility to work weekends and evenings as needed.

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

Salary 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

To apply, please visit http://cuny.jobs/ and enter the Job ID# in the “What” section field. Candidates must attach a resume, cover letter, and three professional references (name, title, organization, and contact information) as one file.

CLOSING DATE

October 13, 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.