Job Title: Administrative Coord (Enrollment Coord) – One-Stop Service Center (St. George)

Job ID: 18228

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 Director and in addition to the CUNY Title Overview, the One-Stop Coordinator will perform an array of duties including:

- Delivers all daily office administrative functions, including scheduling appointments for students with advisors.
- Handles all logistical tasks, including the creation and dissemination of brochures and flyers, within and outside the facility.
- Creates and maintains all social media accounts on behalf of the facility and the One-Stop Service Center.
- Maintains primary responsibility for all Bursar-related functions for the One-Stop Service Center.
- Maintains tracking reports and issuing reports as needed.
- Performs other duties as assigned by Supervisor.

QUALIFICATIONS

Bachelor's Degree required.

Preferred qualifications:
- The ability to work under pressure with a high tolerance for interruptions, and the ability to work with a diverse student body.
- Ability to manage multiple tasks with changing priorities independently, and complete assignments within designated deadlines.
- Excellent interpersonal skills and strong customer service orientation.
- Ability to work non-traditional hours.

CUNY TITLE OVERVIEW

Supports student enrollment activities and processing.

- Provides direct student services and works collaboratively with other units to support registration, payment, and related activities
- Conducts workshops on enrollment management services and processes
- Counsels students, staff and faculty on academic registration, admissions, testing, and related processing
- Manages student information databases and resolves issues with student records and transactions
- Ensures compliance with college, Federal, and New York State regulations and policies
- Creates and updates content for web pages, bulletins, and other media to ensure effective communications to students and campus community
- May supervise clerical and/or part-time staff and coordinate work schedules
- Performs related duties as assigned.

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

March 16, 2018

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.