Job Title: Facilities Property Coordinator

Job ID: 18783

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 Purchasing Director, and in addition to the CUNY Title Overview, the Facilities Property Coordinator will perform the following:
- Communicates with various departments to track and manage inventory of fixed assets and sensitive to theft equipment and collaborate on “Not Found” inventoriable items.
- Acquires the paperwork from a responsible entity or department regarding the purchased property that is required to be tagged.
- Prepares and submits reconciliation reports for various sources of funding and entities and prepare consolidated reports to remove and add assets.

QUALIFICATIONS

Bachelor's Degree required.

Preferred qualifications:
- Advanced Excel, MS Office, excellent organizational skills, communication skills both oral and written.
- A self-starter and be able to assess and prioritize urgent matters.
- Working knowledge of CUNYfirst Property Management module and CUNY Property Management policies is a plus.

CUNY TITLE OVERVIEW

Maintains and tracks fixed assets and equipment.

- Coordinates and communicates with Purchasing, Accounts Payable, Receiving, and Storeroom personnel to track and manage fixed assets inventories
- Conducts physical inventories of College property in accordance with established federal, state, and city policies and procedures
- Works with College Public Safety personnel to safeguard property and maintain proper equipment control
- Maintains systems and databases to track assets; prepares and reviews routine reconciliation reports
- Assists in proper equipment disposal, transfer and salvage activities following City, State, and Federal regulations, and in accordance with University policy

- Assists in records management

- May supervise personnel in conducting inventory and performing routine tasks

- Performs related duties as assigned.

Job Title Name: Facilities Property 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

June 25, 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.