Job Title: Facilities Property Coordinator

Job ID: 21063

Location: College of Staten Island

Full/Part Time: Full-Time

Regular/Temporary: Regular

POSITION DETAILS

The College of Staten Island is one of the 11 senior colleges of the 25 colleges and institutions that comprise The City University of New York (CUNY). The three schools and two academic divisions of the College serve more than 13,000 students and offer 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, certificates, professional doctorate degrees, and PhD degrees through The CUNY Graduate Center. CSI's internationally recognized faculty passionately engages in scholarly and artistic activities, and together with a strong professional staff, provides transformational learning experiences both inside and outside the classroom for the diverse student body. The 204 acre park-like Willowbrook campus incorporates a residential component, and in 2017 the College expanded its institutional footprint and accessibility with the opening of the St. George location in the heart of Staten Island’s economic renaissance on the north shore of the Island. The College is a hub of intellectual and artistic activity, and is committed to its role as an anchor institution and community partner including for 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 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 sensitive to theft equipment and collaborates on “Not Found” inventorial items.
- Acquires the paperwork from a responsible entity or department regarding the purchased property required to be tagged.
- Prepares and submits reconciliation reports for various sources of funding and entities and prepares consolidated reports to remove and add assets.

QUALIFICATIONS

Bachelor’s Degree required.

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

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 https://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
September 16, 2019

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.