Careers at RFCUNY

Job Title: Administrative Coordinator

PVN ID: SI-1606-001207

Category: Administrative Services

Location: College of Staten Island

Department: Workforce Development and Innovation

Status: Full Time

Hour(s) a Week: 35 hours

Salary: $50,000

General Description

Grounded in the Liberal Arts tradition, the College of Staten Island is committed to the highest standards in teaching, research, and scholarship. Drawing on the rich heritage of the City University of New York that has provided access to excellence in higher education since 1847, the College of Staten Island offers that same opportunity in New York City's Borough of Staten Island. The College is dedicated to helping its students fulfill their creative, aesthetic, and educational aspirations through competitive and rigorous undergraduate, graduate, and professional programs. We embrace the strength of our diversity, foster civic mindedness, and nurture responsible citizens for our city, country, and the world.

The Office of Workforce Development and Innovation at the College of Staten Island develops, manages, and offers training programs designed to address critical skill gaps in growing workforce industries. Workforce Development provides quality, flexible and cost-effective training to support the educational and training goals of individuals and organizations across New York city. We offer certificate programs and professional development courses in the healthcare, technology and business sectors. Our department draws upon the expertise of faculty and subject matter experts to deliver quality training programs.

The Administrative Coordinator is responsible for all the operational functions and logistical planning for the Office of Workforce Development and Innovation. This role includes providing student, administration and instructional staff support, management of student registration system (Xenegrade) and resolving student issues that cannot be addressed by front-line staff. Reporting to the Office's Associate Director, this role requires strong interpersonal and communication skills, comfort working in a team/collaborative environment, and exceptional organizational skills.

Core Responsibilities

- Organizes and manages all student records and registrations and ensures that all information related to courses, tuition, and instructors remains current and accurate in the registration system (Xenegrade)
- Support the Office’s fiscal plans and budgets through the administration of invoice processing and payroll including the creation and submission of all personnel action forms (PAFs)
- Provides registration support for trainees utilizing tuition vouchers
- Supports all instructional staff to ensure seamless programmatic delivery
- Works closely with the Marketing Manager to update promotional materials and website content
- Leads logistical planning and attends the Office’s special events including, Open Houses, Information Sessions, community outreach and other events.
- Performs other program-related tasks or special projects as assigned by the Director of Workforce Development and Administration
Qualifications

- Associate degree (Bachelors degree preferred)
- Minimum of two years of executive administrative or office management experience
- Exceptional communication, critical thinking and customer service skills to successfully work with colleagues, adult learners, professional community partners and the general public.
- Strong organizational skills with the ability to manage multiple assignments with conflicting priorities and meet strict deadlines in a dynamic and demanding environment
- Proficient in Microsoft 365 with intermediate to advanced MS Word, PowerPoint and Excel skills
- Knowledge of client relationship managing systems and managing databases
- Available for some evening and weekend hours

To Apply:


Closing Date: 01/22/2024