Job Vacancy Notice

Job Title: Administrative Coordinator - CUNY Law School Pipeline Program
Job ID: 18298
Location: CUNY School of Law
Regular/Temporary: Regular

POSITION DETAILS
CUNY Law School is searching for an Administrative Coordinator for their Pipeline to Justice Program. The Pipeline to Justice Program prepares underrepresented students to enter CUNY School of Law and supports them throughout their law school career. The program offers a second chance at admission to CUNY Law to excellent, public interest-focused students whose LSAT scores seem incompatible with their achievements. This novel program, believed to be the first of its kind in the country, was launched in 2006 and demonstrates CUNY School of Law's commitment to provide access to legal education to those from communities underrepresented in the legal profession.

Reporting to the Director of Student Affairs, in addition to the CUNY Title Overview, duties of the Pipeline Administrative Coordinator will include but are not limited to:

- Compile data, spreadsheets, and program progress in preparation of grant required reports and presentations
- Research additional funding streams, grant opportunities and allies to support program initiatives
- Coordinate Pipeline program admissions process from promotion of program and distribution of applications through selection of program participants
- Organize and provide support for program events and student meetings including planning logistics and implementation, from initial conception through successful completion

Evening and weekend hours required.

QUALIFICATIONS
Bachelor's Degree required.

The selected individual will have a proven track record of a commitment to programmatic goals, be detailed oriented and able to balance multiple priorities. Also the chosen candidate must have experience with a diverse group of colleagues, stake holders and partners and ability to maintain and update program social media accounts (Facebook, Twitter, Instagram).

The preferred candidate will be a creative problem solver with strong customer service skills and basic excel and/or database management experience.

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,
- Updates office databases, lists, and files to ensure completeness and accuracy; maintains current information on department website(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, go to www.cuny.edu, access the employment page, log in or create a new user account, and search for this vacancy using the Job ID or Title. Select “Apply Now” and provide the requested information.

CLOSING DATE
Accepting resumes until March 8, 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.