Job Vacancy Notice

Job Title: Administrative Coordinator
Job ID: 18465
Location: CUNY School of Law
Full/Part Time: Full-Time
Regular/Temporary: Regular

POSITION DETAILS

CUNY Law School is looking for an Administrative Coordinator to help support our human rights and social justice work. The Admin Coordinator will support the projects, initiatives, campaigns and activities that impact the lives of those in need both in New York and internationally by providing support to the Human Rights and Gender Justice Clinic and the Community and Economic Development Clinic at CUNY Law School. Both of these clinics are a part of Main Street Legal Services, Inc. (MSLS), which is the in-house clinical program of CUNY Law. Future work may include assisting other clinical programs under the MSLS umbrella on an as needed basis.

The Human Rights and Gender Justice Clinic represents victims and advocates on gender-based violence, reproductive rights, sexual orientation and gender identity, economic and social rights, children’s rights and anti-trafficking work. Our clients come from the U.S. and around the world including Iraq, Syria, Colombia, Haiti and the Congo.

The Community & Economic Development Clinic addresses economic inequality in marginalized communities in New York City through litigation, transactional representation, grassroots community advocacy, and policy reform.

This is a terrific opportunity for the candidate who is looking to learn more about how advocates work on local social justice issues and international human rights.

Reporting to the Senior Associate Dean, the Administrative Coordinator will support the activities for the Clinics and the Main Street Legal Services. In addition to the CUNY Title Overview, duties include but are not limited to:

- Provide administrative support for meetings, travel arrangements, process expenses etc.
- Collect data for and prepare and distribute reports and presentations utilizing software such as PowerPoint and Prezi.

QUALIFICATIONS

Bachelor's Degree required.

Preferred Qualifications include:
• A minimum of one year of relevant work experience or previous work, internship, or volunteer experience working in workers’ rights, human rights, women’s rights, LGBTI rights, or other social justice fields;
• Self-motivated, independent worker who is highly organized, results oriented and deadline driven;
• Strong interpersonal skills in order to work collaboratively with clients from New York or around the world;
• Strong initiative and follow-through, the capacity to think creatively and strategically;
• Excellent writing and editing skills;
• Ability to work independently and as part of a team;
• Attention to detail, ability to multitask and prioritize projects and deadlines;
• Must be fluent in English. Speaking a second language is a plus;
• Friendly, professional mannerism in dealing with the public both face-to-face and telephonically;
• Ability to work under pressure in a multi-cultural environment;
• Computer skills and knowledge of Microsoft Office including Word, Excel and PowerPoint.

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, spreadsheet, and presentation software.


1/2
- Updates office databases, lists, and files to ensure completeness and accuracy; maintains current information on department web site(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
Resumes will be accepted until April 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.