Job Vacancy Notice

Job Title: Administrative Coordinator - Sorensen Center
Job ID: 18308
Location: CUNY School of Law
Regular/Temporary: Regular

POSITION DETAILS

CUNY School of Law is the premier public interest law school in the country. We train lawyers to serve historically underrepresented communities and work towards greater diversity in the legal profession. Our motto, “law in the service of human needs,” infuses everything we do. We are the most diverse law school on the East Coast, and one of the top law schools in the country for clinical practice.

The Sorensen Center trains social justice lawyers to work from local to global levels, protecting rights of those affected by instability, conflict, and repression. It advances scholarship, intellectual exchange, and advocacy for international peace and justice. Through meetings, symposiums, global summer internship placements and seminars led by Scholars-in-Residence, the Sorensen Center equips students with international experience and expertise to become leaders in the field. It collaborates with other institutions around the world. The Sorensen Center fosters the legacy of Ted Sorensen, long-time close advisor and speechwriter to President John F. Kennedy. As the first named center at CUNY Law, the Sorensen Center builds on and enhances the Law School's 35-year tradition of “law in the service of human need.” For more info: www.sorensencenter.edu

CUNY School of Law is seeking an Administrative Coordinator for the Sorensen Center. Reporting to the Executive Director, responsibilities include but are not limited to:

- Coordinate logistics for “Critical Voices” speaker series, symposiums, seminars, and informal meetings, in close collaboration with the Events staff for larger meetings
- Coordinate the fellowship application and selection process; Conduct research on new placement opportunities and support outreach to placement sites.
- Coordinate logistics for retreats and comparative legal program trips and onboarding for Scholars-in-residence
- Coordinate committee and board correspondence, as well as any internal/external surveys
- Draft internal memos and external correspondence. Prepare agendas and background materials for external and internal meetings
- Providing administrative support, including handling of phone lines and mail, managing calendars, and making travel arrangements. Preparing mailings and maintaining distribution lists
- Help to liaison between the Center and other staff, including Events, Institutional Development, and Communications
- Research project based funding opportunities
- Update social media and website pages
- Prepare and submit expense reports and assist with the budget process

QUALIFICATIONS

Bachelor's Degree required.

Preferred Qualifications:
- Degree in related field and interest in international law, peace, and justice issues
- 2 years experience providing administrative support to a senior executive
- Outstanding organizational skills and attention to detail, including the ability to handle multiple tasks
- Excellent verbal and written communication skills
- Exceptional proofreading and editing skills
- Must be adept at working quickly with different software and research databases
- Flexible, resourceful, results-oriented individual who enjoys working on a team

**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.
- 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 through March 14, 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.