Job Vacancy Notice

Job Title: Student Affairs Administrative Coordinator
Job ID: 21107
Location: CUNY School of Law
Regular/Temporary: Regular

POSITION DETAILS
CUNY School of Law is looking for an Administrative Coordinator for the Office of Student Affairs. Reporting to the Associate Dean of Student Affairs, the Coordinator will provide administrative and program support to several key areas of Student Affairs including to student leaders, serving as a liaison with other departments, and assisting the Coordinator of Students with Disabilities. The Administrative Coordinator will be responsible for creating schedules, handling communications, and updating student organization information. This person will also be responsible for tracking income and preparing expenses of the various student organizations and Student Affairs programs; performing purchasing and accounts payable processing via CUNYFirst and other applicable applications. The Administrative Coordinator will assist in the Wellness Program at CUNY Law and coordinate with the Admissions Office on disseminating applicable Orientation Materials to incoming/admitted students. This person will assist with the day-to-day office administration including phone coverage, organizing and pop-up student events such as stress-free zones and wellness fairs and other general administrative duties. In addition, the Coordinator is responsible for archiving all documents following CUNY procedure and keeping records of all events coordinated and co-sponsored by the Office of Student Affairs.

Other duties will include but are not limited to the following:
- Coordinate and organize materials for key events.
- Perform miscellaneous clerical, administrative, research or other work related to Student Affairs.
- Handle facilities' reservations for all departmental events; and coordinates logistics during events, including brochures, flyers, and other departmental publications, such as The Profile.

Evening hours on Monday's and Thursdays, including some weekends and additional evening hours during key events such as Orientation.

QUALIFICATIONS
Bachelor's Degree required.
Preferred Qualifications
- Higher education administrative experience.
- High degree of professionalism and personal integrity to maintain confidentiality.
- Ability to work effectively and collaboratively in a team setting with diverse staff of all levels.
- Detail oriented, self-directed, motivated, and proactive.
- Experience with CUNY systems, especially CUNYFirst (PeopleSoft).
- Experience with, MS Word, MS Excel, MS Outlook, and Adobe Suite (Acrobat, Photoshop, InDesign).

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
$48,210 - $51,153; 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 NOVEMBER 2, 2019.

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.