|  |  |  |
| --- | --- | --- |
| CITY UNIVERSITY OF NEW YORK – JOB VACANCY NOTICE | | |
|  | | |
| JOB TITLE | | **Administrative Coordinator (aHEO)** |
| JOB ID | | (Template ID 1034, Job Code 400578) |
| LOCATION | |  |
| REGULAR / TEMPORARY | | Regular |
|  | | |
| **POSITION DETAILS** | | |
|  | (Campus-specific Information and duties) | |
|  | | |
| QUALIFICATIONS | | |
|  | Bachelor’s degree required.  (Campus-specific qualifications, if necessary) | |
|  | | |
| 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. | |
|  | | |
| CUNY Title | | |
|  | Assistant to Higher Education Officer | |
|  | | |
| 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 | | |
|  |  | |
|  | | |
| CLOSING Date | | |
|  |  | |