Job Vacancy Notice

Job Title: Administrative Coordinator - Facilities Management

Job ID: 13295

Location: John Jay College

Regular/Temporary: Regular

POSITION DETAILS

John Jay College of Criminal Justice, a senior college of the City University of New York (CUNY), is an internationally recognized leader in educating for justice, committed to the advancement of justice and just societies. It is a public liberal arts college that enriches the entire learning experience by highlighting themes of justice across the arts, sciences, humanities, and social sciences. Located steps from Lincoln Center at the cultural heart of New York City, the College offers bachelors and masters degrees and participates in the doctoral programs of the Graduate Center of the City University of New York. John Jay College is also recognized for serving a broadly diverse student population. Under the leadership of its fourth president, Jeremy Travis, John Jay College has experienced unprecedented faculty hiring, an expansion of its curricular offerings, and the opening in 2011 of a new 600,000 square foot building complete with a black-box theatre, state-of-the-art lab space for students and faculty, a moot courtroom, and a variety of virtual learning settings.

This position requires a Customer Service oriented person, a team player, adapts to change quickly, flexibility and able to work in a fast paced environment with multiple tasks. Ability to communicate effectively in a professional, tactful and courteous manner with students, employees, faculty, and the general public.

This position reports directly to the Administrative Manager, and supports Administrative Superintendents in the department of Facilities Management.

Duties include but not limited to:
Answering the Facilities Help Desk Phone line and assist the caller will all facilities related questions.
Responds to emails, communicates via 2-way radio, operates office machines, types correspondences, and creates forms and presentation. Performs administrative, research and/or other work related to the operation of Facilities Management.
Coordinates and processes of all work orders including for events set ups in Archibus. Using Work Order (WO) system to create and/or process work orders on daily basis, prints the WO and reports for morning meeting.
Computer software Skills:
Required: Microsoft Office, Internet Explorer.
Preferred: Archibus, Work Wizard, Adobe, Crystal Reports and VEMS
Uses discretion and tact in responding to requests.
Supervisory responsibilities may include: overseeing staff time and leave record keeping, annual leave schedules, and balances, scheduling, purchasing, etc.
Document performance, including written annual staff evaluations, staff meetings, and written reviews as required.
Coordinate with other facilities management department supervisors, event planners, and other key staff to ensure all of the daily facilities services required are in place.
Additional duties assigned as needed

Other Requirements:
Position schedule is Mon-Friday from 10AM-6PM and is subject to the shift assigned which may change from time to time in accordance with the needs of the college as determined by their supervisor.

QUALIFICATIONS

Bachelor's Degree required.

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 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
Compensation: Salary commensurate with 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
Review of resumes to begin August 13, 2015, posting closes August 27, 2015

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.