

Job Title	Administrative Coordinator
PVN ID	BK-2502-006713
Category	Administrative Services
Location	BROOKLYN COLLEGE
Department	CUNY Haitian Studies Institute
Status	Full Time
Annual Salary	\$31,500.00 - \$33,200.00
Hour(s) a Week	35
Closing Date	Apr 19, 2025 (Or Until Filled)

General Description

The CUNY HAITIAN STUDIES INSTITUTE (CUNY HSI) at Brooklyn College is recruiting a candidate for a full-time Administrative Coordinator. As a member of the CUNY HSI team, the Administrative Coordinator will provide high-level administrative, operational, and office management support. The ideal candidate is highly organized, proactive, and capable of multitasking in a fast-paced higher education environment.

Key Responsibilities:

- Serve as the primary point of contact for the department and manage inquiries from students, faculty, staff, and external partners
- Monitor and manage the departmental email inbox; respond to or redirect inquiries as needed
- Coordinate department meetings, prepare agendas, take minutes, and maintain records of discussions and decisions
- Maintain and update departmental records, databases, and filing systems
- Communicate the institute's updates, deadlines, and important information to relevant parties
- Assist in tracking and managing the department's budget, processing invoices, and reconciling expenses
- Coordinate purchasing of office supplies, materials, and equipment and ensuring cost-effectiveness
- Process payments, reimbursements, stipends, and other financial transactions in accordance with institute's policies and procedures
- Assist in organizing events, workshops, and HSI initiatives
- Ensure compliance with policies and procedures related to academic administration and office management
- Other duties as assigned

Other Duties

Qualifications

- Bachelor's Degree
- Minimum of 2-3 years of administrative and office management experience, preferably in an academic setting
- Strong organizational skills with attention to detail and the ability to manage multiple priorities
- Excellent written and verbal communication skills
- Proficiency in Microsoft Office Suite and database management
- Ability to work independently and collaboratively while handling confidential information
- Experience managing departmental email inboxes and listserv communications
- Experience liaising with internal and external stakeholders to facilitate smooth departmental operations

Should you have any questions, please email Assistant Director, Judith Dolce at:

Judith.Dolce@brooklyn.cuny.edu.