
Job Title	Administrative Coordinator
PVN ID	HC-2502-006717
Category	Clerical/Office Services
Location	HUNTER COLLEGE
Department	School of Education
Status	Part Time
Hourly Rate	\$22.00-\$25.00
Hour(s) a Week	15.00-19.00
Closing Date	Apr 21, 2025 (Or Until Filled)

General Description

Founded in 1870 as New York City's first teacher-preparation school, the Hunter School of Education continues its deep commitment to advancing our understanding and practice of education in an urban context and to engaging our students as they prepare to enter increasingly complex and diverse communities as professionals in education. Through research, teaching and community engagement, SOE faculty, staff and students make significant contributions to improving the lives of youth, families, and the community.

The Office of Partnership Programs manages grant and contract programs within the Hunter College School of Education, including alternative certification, subsidized, and cohorted programs and supports students in these programs. Working in partnership with a variety of local and national organizations, we offer programs in a wide range of teacher certification areas and school leadership certification for both novice and experienced teachers. Our programs offer participants the opportunity to gain hands-on experience in schools while enrolled in graduate coursework at Hunter College with many providing subsidized tuition.

The Administrative Coordinator will provide exceptional administrative support to ensure the Office of Partnership Programs runs seamlessly so we can fulfill our mission of providing high quality wrap-around support for students from admission through graduation. The person in this role must have outstanding organizational, data, communication, and time management skills. They must be able to approach student and administrative support with enthusiasm and professionalism.

Other Duties

- Input, record, and manage student data and monitor student progress toward graduation, providing OPP staff with data needed to provide accurate and timely advising.
- Maintain externally facing data records shared with program partners.
- Prepare and send correspondence to individual students regarding program requirements, general academic and certification progress, and scheduling.

- Assist students in writing, via phone, and in person with inquiries regarding the administrative aspects of their program.
- Match field supervisors with alternative certification teacher candidates each semester as needed.
- Monitor field supervisor submission of required observation documentation.
- Data entry and maintenance related to grant reporting requirements.
- Provide general office support including event planning and set up support, supply management, and catering orders.
- Contribute to the general Office of Partnership Programs functioning.
- Other duties as assigned.

Qualifications

- BA required
- Experience in higher education preferred
- Excellent computer skills including proficiency in MS Word, Excel, PowerPoint, Outlook, MailChimp, and online applications including Google drive applications
- Excellent data management skills, particularly Excel/Google sheets
- Excellent organization and problem solving skills; ability to organize, prioritize, and coordinate day-to-day projects and assignments with outstanding attention to detail
- Ability to handle multiple tasks that are time sensitive and meet deadlines; ability to follow-up as needed and take responsibility for completing assignments
- Excellent oral and written communication skills; ability to communicate effectively with diverse audiences
- Ability to maintain confidentiality and handle sensitive matters with discretion and tact
- Excellent interpersonal and customer service skills including a warm and welcoming personality
- Ability to approach student support with positivity, professionalism, enthusiasm, and a problem solving perspective
- Experience in student advising preferred
- Ability to work independently and as part of a team
- Must be available to work primarily in person; must be reliable and prompt