

Job Title	Administrative Coordinator for ACE Program
PVN ID	JJ-1808-002666
Category	Clerical/Office Services
Location	JOHN JAY COLLEGE OF CRIMINAL JUSTICE
Department	ACE Program at John Jay College
Status	Full Time
Annual Salary	\$38,000.00 - \$42,000.00
Hour(s) a Week	35
Closing Date	Aug 27, 2018 (Or Until Filled)

General Description

Position Description:

The John Jay ACE (Accelerate, Complete, Engage) program is a comprehensive program designed to help students complete their academic journey to the Bachelor's degree over four years by providing participants with a clearly mapped program of study and comprehensive academic advisement and career support services. The ACE Administrative Assistant reports to the ACE Director, who reports to the Associate Provost /Dean of Undergraduate Studies.

The ACE Administrative Assistant performs comprehensive administrative duties to ensure productive ACE office functioning and support the program's expansion activities, including program operations, recruitment and communication.

Primary Duties:

- Participate in student orientation and outreach efforts;
- Maintain databases, records and lists about program activities;
- Process budget requisitions and invoices for payment;
- Maintain current program information on department website(s), manuals, and other print or electronic sources;
- Organize and execute logistics for events and meetings;
- Serve as a front-line ambassador to the students, public and university community on informational matters;
- Participate in special projects as needed; and
- Other duties as assigned by the ACE Director.

Other Duties

Minimum Qualifications:

Bachelor's degree and two years relevant experience

Other Qualifications:

- At least two years of work experience in administration of a public service, social service, education, counseling or mentoring program; work with educators and students preferred;
- Commitment to promoting college access and success in post-secondary education;
- Strong writing and communication skills;
- Flexibility to work productively in a fast paced, time-sensitive, high volume and dynamic student-focused and customer responsive environment;
- Strong presentation, verbal and interpersonal communication skills to work and interact effectively, collaboratively, and cooperatively with a diverse community of learners, students, faculty and staff;
- Detail orientation and organizational skills with the ability to manage multiple assignments, establish priorities and meet deadlines; and
- Computer proficiency using standard office software programs/applications, including EXCEL, ACCESS database and Google Docs.

Open Until Filled

Qualifications
