
Job Title	Educational Opportunities Initiative Coordinator
PVN ID	LE-1811-002801
Category	Managerial and Professional
Location	LEHMAN COLLEGE
Department	Mexican Studies Institute at CUNY
Status	Full Time
Annual Salary	\$35,000.00 - \$50,000.00
Hour(s) a Week	35
Closing Date	Nov 28, 2018 (Or Until Filled)

General Description

The Jaime Lucero Mexican Studies Institute is looking for an Administrative Coordinator to serve as Educational Opportunities Initiative Coordinator (EOIC). Reporting to the Deputy Director, the EOIC will provide administrative and program support to this administrative and academic institute, by overseeing the Educational Opportunities Initiative (institute outreach program) operations and managing its budgets. The EOIC will be responsible for managing current partner relations, managing clients, creating schedules, communications, intake surveys, training, and supervising the Becari@s, interns. EOIC will be responsible for creating a positive environment that promotes success and increases enrollment among the clients who seek the services of the EOI. The person will be responsible for managing multiple sites in the five boroughs.

This person will be responsible for keeping track of the income and expenses of the Educational Opportunities Initiative, managing budgets, purchasing, accounting, stipends and preparing and generating financial reports on a regular basis to different stakeholders. The EOIC will also be responsible for managing client cases, client database, and following up with clients about their educational success.

The Educational Opportunities Initiative Coordinator will prepare complex statistical reports and related charts and graphs. The EOIC is responsible for creating and/or submitting reports on different grants. This person is responsible for the day-to-day running of the Educational Opportunities Initiative, by preparing and coordinating the distribution of informational and educational materials; delivering workshops on different educational topics at NYC schools, CBOs, and the like to promote the services available in NYC.

Educational Opportunities Initiative Coordinator (EOIC) will participate in continuous research of the available educational opportunities to provide the most up to date information to clients. The EOIC will be responsible for training interns to provide educational consultations with the most up to date information possible.

Position will remain open until filled. Review of resumes to begin November 19, 2018.

Other Duties

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- Overseas operations and assists management in planning activities, creating schedules, assigning interns projects, creating new and maintaining current partner relationships.
 - Coordinates and organizes materials for key events to promote the educational opportunities available.
 - Performs miscellaneous clerical, administrative, research or other work related to the institute's operation.
 - Responsible for the facilities reservation of sites for workshops throughout CUNY, CBOs, and Mexican Consulate.
 - Developing, implementing, and maintaining strategic vision for increasing the presence of the Institute throughout New York City
 - Advocates for increased representation of the Institute's mission, values, and projects at key events
 - Improve Engagement of audience by capturing and analyzing the appropriate data/metrics, insights and best practices, and then acting on the information
 - Creating new and maintaining current partner relationships.
 - Responsible for executing small and large scale events that relate to advancing the mission of the Institute
 - 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.

Qualifications

- Bachelor's Degree required.
- Demonstrated ability to apply a sound knowledge of best practices related management of files and records, including preservation and protection (familiarity with FERPA guidelines).
- Demonstrated experience in student management and development in a higher education environment with diverse student populations.
- Strong presentation, verbal and interpersonal skills to successfully work with and present to diverse stakeholders in both English and Spanish.
- Strong work ethic, character and personal integrity when dealing with sensitive documents.
- Detail oriented with strong organizational, writing and editing skills in English and Spanish.
- Experience supervising office staff; demonstrated ability to work as a team player.
- Ability to work well in student-centered, time-sensitive, dynamic and responsive office.
- Computer proficiency using standard office software programs and applications.

- Proficiency in MS Office (MS Excel, MS Word, and MS Outlook in particular).
- Must possess excellent communication, and time management skills; and ability to prioritize work.
- Organizational skills, attention to detail, and ability to follow established processes.
- Excellent customer service skills.
- Experience building and managing relationships with stakeholders and partners.
- Fully bilingual Spanish/English.