
Job Title	FILNYC Admin Coordinator
PVN ID	LE-2405-006281
Category	Clerical/Office Services
Location	LEHMAN COLLEGE
Department	CUNY Mexican Studies Institute
Status	Full Time
Annual Salary	\$51,180.01 - \$51,180.01
Hour(s) a Week	35
Closing Date	Jul 22, 2024 (Or Until Filled)

General Description

The Mexican Studies Institute is looking for an Administrative Coordinator (AC) for the *Feria Internacional del Libro de la Ciudad de Nueva York*. Reporting to the Director and the Assistant Director for Academic & Student Services, the AC will be in charge of coordinating all administrative processes for the fair, ensuring smooth operations and effective management. The Administrative Coordinator will handle communications between different programs, departments, collaborators, and vendors or service providers associated with the unit.

Responsibilities include, but not limited to tracking income and expenses, maintaining budgets, performing purchasing, accounting, and payroll activities, and preparing regular financial reports for stakeholders.

The AC will prepare comprehensive statistical reports, charts, and graphs. This person is responsible for the day-to-day running of the office, including preparing and coordinating the distribution of informational and promotional materials. Additionally, the AC will archive documents per CUNY procedures and keep records of all events coordinated and co-sponsored by the institute, including those related to the fair's initiatives and grants.

Other Duties

- Coordinates and organizes administrative materials for the fair's activities.
- Ensures adherence to the visual and corporate identity guidelines of the fair.
- Supports the development of presentations for institutional and commercial purposes of the fair.
- Assists in managing responsibilities related to digital platforms and social media.
- Performs miscellaneous clerical, administrative, research, operational, or other work related to the fair's operation.
- Supports different projects and initiatives of the Mexican Studies Institute.
- 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 the department website(s); maintains department archives and collections.
- Conducts internet and/or database research and performs systems queries to locate information related to the fair's 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, students, interns, and volunteers.
- Evening hours and some weekends are required.
- Performs related duties as assigned.

Qualifications

- Bachelor's degree required
- These professional and business core competencies are highly preferred:
 - Demonstrated ability to apply a sound knowledge of best practices related to the management of files and records, including preservation and protection (familiarity with FERPA guidelines).
 - Demonstrated experience in event management and development in a higher education environment with diverse 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.
 - Demonstrated ability to work as a team player.
 - Ability to work well in a time-sensitive, dynamic, and responsive environment.
 - Computer proficiency using standard office software programs, and online applications.
 - Bookkeeping and advanced MS Excel knowledge.
 - Familiarity with RF CUNY management system.
 - Fully bilingual Spanish/English.