
Job Title	Program Coordinator
PVN ID	PS-1810-002767
Category	Managerial and Professional
Location	CUNY SCHOOL OF PROFESSIONAL STUDIES
Department	CUNY School of Professional Studies
Status	Full Time
Annual Salary	\$50,000.00 - \$60,000.00
Hour(s) a Week	35
Closing Date	Feb 19, 2019 (Or Until Filled)

General Description

The CUNY School of Professional Studies (CUNY SPS) provides online and on campus degree and certificate programs that meet the needs of adults who are looking for a seamless way to finish or transition into a bachelor's degree, earn a master's degree or certificate in a specialized field, advance in the workplace, or change careers.

Drawing on CUNY's nationally and internationally renowned faculty and practitioners, as well as industry and education partners, the School's programs provide opportunities for personal growth, job mobility, greater civic participation, and new ways to advance knowledge.

Home to the first fully online degree programs at the City University of New York, CUNY SPS offers fully accredited degree and certificate programs for students who want the flexibility and convenience of online education. CUNY SPS was ranked in the top 5% in the Nation in U.S. News & World Report's list of the 2018 Best Online Bachelor's Degree Programs.

CUNY SPS seeks administrative candidates to support the NYC Administration for Children's Services (ACS) as it establishes a new professional development institute for child welfare and juvenile justice professionals in partnership with CUNY. The Program Coordinator will be responsible for sourcing vendors and managing vendor invoices and payments. The Program Coordinator will also assist as needed in budget management and reporting.

The new hire will join a team of CUNY colleagues, and will work on site at ACS offices in lower Manhattan.

Hours: 35 hours/week (daily schedule 9am-5pm).

Other Duties

The Program Coordinator will report to the Sr. Program Manager of Program Management, and will:

- Prepare purchase requisitions, payment requests, and work documents.
- Assist with managing all vendor contracting and communicate with internal/external departments.
- Maintain active list of external vendors by category.
- Source vendor options for engagements as needed.
- Manage print orders and office supply orders, maintain supply inventory, and schedule delivery.
- Schedule meetings, set up meeting room devices.
- Other duties as assigned.

Qualifications

- Bachelor's degree.
- Knowledge of office management systems and procedures.
- 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.

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