

Job Title	Coordinator Queens College Venue Rentals
PVN ID	QC-1801-002289
Category	Clerical/Office Services
Location	QUEENS COLLEGE

Department	
Status	Full Time
Annual Salary	\$40,000.00 - \$55,000.00
Hour(s) a Week	35
Closing Date	Mar 08, 2018 (Or Until Filled)

General Description

RESEARCH FOUNDATION

OF THE CITY UNIVERSITY OF NEW YORK

CAREER OPPORTUNITY

Queens College

Title	Senior Administrative Assistant, Queen College Venue Rentals
Location/Department	Office of Queens College Venue Rentals (QCVR)
FLSA Status	Nonexempt
Compensation	\$40,000 - \$55,000; comprehensive benefits package
Web Site	http://www.qc.cuny.edu/venue rentals
Closing Date	Open until filled

Reporting directly to the Director of the Queens College Office of Venue Rentals, the Venue Rentals Senior Administrative responsibilities will include, but are not limited to:

Other Duties

GENERAL DUTIES

Manage and coordinate QCVR office

- Maintain event inquiry data base from multiple sources including phone calls, email and web-based inquiries for new and existing clients for rentals and film shoots.
- Provide basic facility rental information to Account Managers for rentals
- Provide information for room availability for rentals and film shoot locations on campus
- Make follow-up calls to clients when needed
- Maintain R25 and Outlook data programs for QCVR event Calendar and room reservations regarding all rentals and film locations
- Send weekly R25 rental/room usage calendar
- Report financial data on receivables and disbursements from Accounting Office to QCVR
- Scan and deposit checks to Accounting Office.
- Generate payment requests- Financial Edge or forms
- Transfer internal payments to departments and service providers
- Maintain department financial listing spreadsheet
- Coordinate with Communications to update and maintain information on Website
- Maintain and order supplies for QCVR office
- Check and coordinate rental email requests

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Office Assistance for Director

- Coordinate office operations for scheduling meetings, communications, and financial reports
- Schedule appointments for Director and maintain work calendar
- Assist director when needed with film shoots and rentals
- Coordinate contract information for Film shoots
- Attend film Tech scouts with director and assist with some location scouts
- Check and review clients Certificate of Insurance
- Prepare invoice for film shoot contract
- Assist in coordinating film shoot agreement
- Assist director with logistics for film shoots
- Prepare internal logistics schedule/timeline for film shoots for college service providers
- Submit all work orders for film shoots

Office Assistance for Account Managers

- Work with Senior Account Manager to coordinate Meetings
- Coordinate all vendor table rentals
- Keep data file on all room pricing and service rates

- Gather and collect all rental contracts and agreements from Account Managers for final processing and submit to Director and Queens College designee for signatures.
- Input all account managers information into a centralized data base and coordinate with Senior account manager
- Account manager for some smaller rentals

Qualifications

QUALIFICATION REQUIREMENTS

- A High School Diploma or its equivalent (an acceptable equivalent would be a GED) and five (5) years of work experience in the required fields for the specific work area or a closely related equivalent field; **OR**
- Successful completion of one (1) year of college (or 30 college credits in a matriculated course of study) and four (4) years of work experience in the required fields; **OR**
- An Associate's Degree from an accredited college and three (3) years of work experience in the required fields; **OR**
- A Bachelor's Degree from an accredited college and one (1) year of work experience in the required fields; **AND**
- Demonstration of the specific competencies required at the time of hire

CORE COMPETENCIES

- Ability to handle multiple tasks and meet deadlines in a fast paced, changing environment
- Ability to communicate effectively with diverse clients and staff and successfully collaborate across multiple constituencies
- Ability to handle complaints, resolve conflicts, and refer issues appropriately
- Possess excellent oral written communication skills and problem solving, organizational and time management abilities
- Proficient in the use of major software programs supporting office operations such as Microsoft-based applications
- Willingness to improve professional skills and learn new technology. Familiar with, web-based HTML applications such as Microsoft SharePoint, and event management and/or facility reservation and scheduling software such as Resource 25 or EMS
- Creative, enthusiastic and energetic with a sense of humor
- Ability to occasionally work earlier day, later nights and weekends as needed

An AA/EEO.ADA Employer

(Affirmative Action/Equal Opportunity Employer/Americans with Disabilities Act)