
Job Title	Photonics Initiative Administrative Coordinator
PVN ID	RC-2511-007109
Category	Managerial and Professional
Location	CUNY-ADVANCED SCIENCE RESEARCH CENTER
Department	ASRC Photonics Initiative
Status	Full Time
Annual Salary	\$60,000.00 - \$72,500.00
Hour(s) a Week	35
Closing Date	Feb 13, 2026 (Or Until Filled)

General Description

The Advanced Science Research Center (ASRC) is The Graduate Center's University-wide venture that elevates CUNY's legacy of scientific research and education through initiatives in five distinctive, but increasingly interconnected disciplines: environmental sciences, nanoscience, neuroscience, photonics, and structural biology. The ASRC is designed to promote a unique, interdisciplinary research culture with researchers from each of the initiatives working side by side in the ASRC's core facilities, sharing equipment that is among the most advanced available. To learn more about the Graduate Center's ASRC visit asrc.cuny.edu.

Other Duties

The ASRC seeks an Administrative Coordinator to serve as a front-line representative who performs administrative duties and supports the efficient daily functioning of the Photonics Initiative.

Reporting to the Director of the Photonics Initiative, the Administrative Coordinator plans and coordinates office activities and information flows across multiple ASRC initiatives.

- Assists in planning and execution of special programs, conferences, and events at the ASRC;
- Creates, maintains, and monitors calendar of special events, conference rooms, etc.;
- Handles departmental budgetary administration for the Photonics Initiative, including, but not limited to, assisting with travel and conference reimbursements, ordering supplies for core departments, and processing invoices;
- Handles routine personnel transactions;
- Assists Director with preparation of meeting materials and other ASRC materials; ensures materials are updated and available;
- Receives and provides general information regarding the ASRC in-person, via phone, and email;
- Other duties as assigned.

Qualifications

Bachelor's Degree required and 2 years of experience

A preferred candidate should have:

- Strong organizational skills and ability to meet deadlines and multi-task
- Capacity and willingness to self-motivate and demonstrate initiative
- Strong work ethic and high degree of professionalism
- Excellent attention to detail
- Excellent verbal and written communication skills
- Excellent interpersonal skills
- Ability to work with standard office software
- Ability to use sound judgement to make decisions, exercise discretion and tact, and resolve problems
- Ability to work collaboratively within a team-based environment.