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<b>Job Title</b>	NYCHA Program Coordinator
<b>PVN ID</b>	VA-1701-001579
<b>Category</b>	Administrative Services
<b>Location</b>	OFFICE OF SR. UNIV DEAN FOR ACADEMIC AFFAIRS
<b>Department</b>	Office of Academic Affairs
<b>Status</b>	Full Time
<b>Annual Salary</b>	\$40,000.00 - \$45,000.00
<b>Hour(s) a Week</b>	35
<b>Closing Date</b>	Mar 04, 2017 (Or Until Filled)

## General Description

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The CUNY Office of Academic Affairs offers a number of paid internship and employment opportunities for CUNY students to complement their learning in the classroom with practical hands-on workplace experiences. These programs include the CUNY 311 Project, which places students as call takers at New York City's 311 Call Center; CUNY Internship Programs, which places students in a range of STEM related positions at many New York City government agencies; and a project with the New York City Housing Authority that places students as call takers at its call center in Long Island City, Queens. The office is seeking a motivated and customer service-oriented individual with excellent organizational and communication skills to assist with the management of the New York City Housing Authority project. This individual will work at our NYCHA site in Long Island City for the majority of the week and will travel to our Brooklyn office approximately once per week.

## Other Duties

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Under the direction of the Program Manager of Internship Programs, the Program Coordinator will assist with the performance of the following tasks:

- Recruiting: attending campus career fairs; liaising with campus career centers; pre-screening students for open positions.
- Hiring & Personnel Actions: coordinating the new hire process including interviewing; enforcing, monitoring, and implementing personnel policies and procedures.
- Budgeting & Processing Payroll: coordinating the submission of student timesheets; tracking time worked against budget projections.
- Data Tracking & Reporting: ensuring accuracy and integrity of all project data; preparing reports for RFCUNY and NYCHA, maintaining Symplicity and RFCUNY profiles, maintaining an electronic tracker,

etc.

- Interfacing with Students, Agency Staff, & RFCUNY Staff: providing customer service to all project participants; troubleshooting situations as they arise with interns and NYCHA staff.
- Other: Related responsibilities as deemed necessary.

## Qualifications

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- Bachelor's degree required.
- 4 years of experience in project management, workforce development, staffing, human resources, student affairs, sales, marketing, operations, or another related area.
- Highly organized and detail-oriented with excellent time management skills.
- Excellent communication and interpersonal skills, with a customer-focused approach to working.
- Demonstrated ability to work independently and collaboratively with diverse populations in a fast-paced work environment.
- Ability to think on one's feet and use good judgment to quickly analyze and solve problems.
- Strong computer skills required, specifically: proficiency with Microsoft Word, PowerPoint, Excel, Outlook, and web-based systems.