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<b>Job Title</b>	Project Associate
<b>PVN ID</b>	VA-2506-006872
<b>Category</b>	Administrative Services
<b>Location</b>	OFFICE OF SR. UNIV DEAN FOR ACADEMIC AFFAIRS
<b>Department</b>	
<b>Status</b>	Full Time
<b>Annual Salary</b>	\$50,000.00 - \$55,000.00
<b>Hour(s) a Week</b>	35
<b>Closing Date</b>	Dec 31, 2025 (Or Until Filled)

## General Description

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### MISSION

Children thrive when they spend their most critical years with dedicated, educated, trained, and well-compensated individuals. The New York Early Childhood Professional Development Institute leads the work to establish and implement an early childhood workforce system to ensure funding, standards and competencies, career development resources, qualifications and credentials, professional development (training and strengths-based coaching), and program quality assurance and improvement for individuals who work with young children throughout New York. Housed at the City University of New York, the Institute is a fast-paced, dynamic public/private partnership that is committed to the early childhood workforce across New York State. The Institute is the implementing agency for QUALITYstarsNY.

QUALITYstarsNY is New York's Quality Rating and Improvement System (QRIS) for early childhood programs, providing support and resources to improve and sustain high quality across New York State. Early childhood educators are committed to the young children they work with and are motivated to improve their practice. QUALITYstarsNY exists because we believe that early childhood educators across the state and in all modalities deserve support to engage in continuous quality improvement for the children and families they serve.

### GENERAL DESCRIPTION

Reporting to the Assistant Director of Budget and Administration, the Project Associate is responsible for day-to-day purchasing operations, with a focus on effective vendor management, meticulous attention to processes, and detailed record-keeping. This position supports the QUALITYstarsNY program staff through effective communication and collaboration across teams to achieve short- and long-term goals.

## Other Duties

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## **Purchasing and Expense Tracking**

- Process, and track purchase and reimbursement requests
- Accurately track expenditures and reconcile OTPS reports
- Investigate and resolve outstanding items in a timely manner
- Maintain professional and responsive communication with all stakeholders
- Monitor processes and systems for accuracy and workflow consistency
- Maintain electronic documents, files, and records

## **Program Support**

- Provide training on purchasing processes for program staff
- Help coordinate logistics for meetings, events, and conferences, including an annual staff retreat

## **Other**

- Manage inventory for supplies, equipment, and promotional items
- Attend staff meetings and professional development training as required
- Perform other duties as assigned

## **Qualifications**

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### **Minimum Qualifications**

- Associates Degree with 3-5 years of relevant experience in a fast-paced, high volume, office setting OR Bachelor's Degree with 2-3 years related experience
- Working knowledge of Microsoft Office Suite: Word, Excel, Teams
- Strong written and oral communication skills
- Ability to work with diverse groups and individuals in a professional and respectful manner

### **Core Competencies**

- Demonstrated strong interpersonal communication skills with a variety of internal and external stakeholders
- Ability to manage and prioritize a high volume of invoices and communications to completion
- Ability to work effectively with staff, associates, and internal and external constituents
- Strong critical and analytical thinking skills
- Desire to contribute to project planning and effectively communicate priorities
- Strong ability to use technological tools and platforms to effectively manage complex data systems, including Microsoft Office