



Job Title	Real Estate Administration Associate
PVN ID	VC-2503-006767
Category	Administrative Services
Location	OFFICE OF VC - FACILIT PLAN, CONSTRUC & MGMT
Department	Real Estate Operations
Status	Full Time
Annual Salary	\$70,000.00 - \$80,000.00
Hour(s) a Week	35
Closing Date	May 21, 2025 (Or Until Filled)

General Description

CUNY is looking for a career-minded individual interested in an opportunity to contribute their Lease Administration skills to CUNY's Facilities, Planning, and Construction Management Team. This position requires effective communication skills, strong organizational skills, and the ability to multitask. The Real Estate Administration Associate is responsible for day-to-day interaction with CUNY colleges (as tenants) and respective landlord representatives, with a focus on customer service, lease administration, and tenant coordination services. The ideal candidate is team-oriented and encouraged to communicate new ideas with co-workers to promote successful management of portfolio.

Other Duties

- Coordinate leased and owned property documents, ensuring accurate compilation and maintenance of location data, financial obligations, and contractual requirements.
- Address property management inquiries, ensuring repairs are performed by responsible parties as outlined in contracts.
- Review, abstract, and audit lease documents to ensure accurate and up-to-date information in multiple systems.
- Oversee document management protocols for leased, owned, and associated documents, including file storage, scanning, and mail distribution.
- Review invoices against lease terms, collect supporting documentation from landlords, and confirm calculation accuracy.
- Conduct desktop audits of Year-End Common Area Maintenance (CAM), Insurance, and Real Estate Tax reconciliations, ensuring accuracy according to lease agreements.
- Resolve disputes with landlords regarding discrepancies identified in lease-related documentation.
- Ensure timely processing of monthly rent payments and accurate year-end reconciliations.
- Maintain open communication with internal and external partners, notifying clients of critical dates and

- assisting with inquiries.
- Coordinate landlord requests for Estoppels and Subordination Non-Disturbance Agreements (SNDAs) with OGC.
- Maintain and update building contact lists, emergency information, parking assignments, and purchase order logs.
- Manage property-related documents, including leases, management agreements, and other relevant materials.
- Track and manage critical lease dates, prepare and send rent commencement letters, and assist in lease-related tasks.
- Monitor and ensure compliance with lease provisions, serving as the point person for lease management system inquiries.
- Manage and distribute monthly reports, critical lease dates, financial obligations, and transaction pipelines.
- Prioritize tasks and manage multiple projects in a fast-paced environment while assisting with budgeting and expense analysis.
- Work closely with the Real Estate Operations team

Qualifications

Minimum Qualifications

- A bachelor's degree or equivalent
- 3+ years of related experience with commercial real estate lease administration preferably with office leasing
- Working knowledge of Microsoft Office Suite, Word, Excel, and PowerPoint
- Proven knowledge and understanding of lease administration practices and procedures
- Strong technical and analytical skills.
- Previous experience with lease administration software
- Must possess exceptional interpersonal skills, a positive attitude, friendly, helpful, and responsive

Preferred Qualifications

- Experience with NY State and/or New York City agencies.
- Proven ability to promote equitable practices that value inclusiveness and diversity
- Experience with People Soft Software

Core Competencies

- Good organizational and planning skills. Excellent written and verbal communication. Out of the box thinker, creative, inventive, and adaptable to situations
- Excellent organization skills and the ability to multi-task
- Ability to work under pressure and to multiple deadlines. Ability to prioritize competing work. Ability to be a team player.
- Ability to set project priorities and adjust implementation strategies.
- Ability to work effectively with staff, associates, and internal and external constituents. Knowledgeable of capital and operating budgets.

