



Administrative Coordinator
CUNY (CITY UNIVERSITY OF NEW YORK)

Job Category: Administration/General Management

Job Source: nrbjobs.com

Job Summary

Employment Type: Full Time

Gender: Any

Career Level: Entry Level

Salary: Negotiable

Posted On: 22 Oct 2024

Application Deadline: 20 Nov 2024

Job Description/Responsibility

- Manages basic office functions such as communications, meeting schedules, work plans, staff assignments, and distributing information.
- Collects data for, prepares, and distributes reports and presentations using word processing, spreadsheet, and presentation software.
- Updates office databases, lists, and files to ensure completeness and accuracy; maintains current information on department web site(s); maintains department archives and collections.
- Conducts internet and/or database research and performs basic systems queries to locate information related to department activities.
- Maintains department fiscal plans and budgets; assists in budget administration and invoice processing.
- Provides basic information, instructions, and materials as requested by students, faculty, and others who contact the department.
- May supervise office staff and student workers.
- Performs related duties as assigned.

Education Requirements

- Bachelor/ Honors(Bachelor Degree in any Discipline) completed.

Experience Requirements

- No experience is required.

Work Area

- Applicant should have experience of working in the following category(ies):
Administration/General Management

Industry Type

- Experience should include the following skills: Education/Training

Address: New York, NY, New York, NY, United States

Company Profile: Colleges & Universities

Company Website: <http://www.cuny.edu/>