In support of the campus mission and strategic plans and values, Queens College seeks to fill an Administrative Coordinator vacancy at the John D. Calandra Italian American Institute. Reporting directly to the Dean of the Calandra Institute, the Administrative Coordinator performs various activities to support the mission of the Institute such as, projects, initiatives, and activities.

Specific duties include but are not limited to:
- Organizing office functions such as communications, meeting schedules, work plans, drafts letters for correspondence in English and in Italian;
- Assists Dean through administrative support activities;
- Updates office databases, lists, and files to ensure completeness and accuracy;
- Conducts Internet and/or database research and performs basic systems queries to locate information related to department activities;
- Provides clerical support for Bordighera Press and other publications at the Calandra Institute;
- Provides basic information, instructions, and materials as requested by students, faculty, and others who contact the department;
- Works in a collaborative team environment;
- Performs related duties as assigned by the Dean.

**GENERAL DUTIES**

Supports projects, initiatives, and activities that impact an academic or administrative department.

- 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.

**MINIMUM QUALIFICATIONS**

Bachelor’s Degree required.

**PREFERRED QUALIFICATIONS**

Knowledge of the Italian language and the Italian-American community
Two years of professional experience in a college or university environment
Demonstrated ability to work autonomously with multiple priorities and deadlines
Demonstrated ability to adapt to meet customer needs; demonstrated organization skills; detail oriented and ability to multitask
Strong critical thinking and problem-solving skills
Proficient knowledge of MS Office Products such as Word, Excel, and Power Point
Knowledge of PeopleSoft/Oracle information systems in a higher education or government environment
Excellent written, verbal, analytical, and interpersonal communication skills

**COMPENSATION**

$35,576

**HOW TO APPLY**

Please follow the instructions below:
- Go to www.cuny.edu and click on "Employment"
- Click "Search job postings"
- Click on "More options to search for CUNY jobs"
- Search by Job Opening ID number 13178
- Click on the "Apply Now" button and follow the instructions.

Please note that candidates must upload a cover letter describing related qualifications and experience, résumé, and the names and contact information of three (3) professional references as ONE DOCUMENT in any of the following formats: .doc, .docx, .pdf, .rtf, or text format.