

Project Associate

New York Early Childhood Professional Development Institute

Brooklyn, NY

Other

Full-time

Hybrid

\$50,000 - \$55,000 a year

Posted on March 21, 2022

Job Description

The Project Associate plays a vital role in supporting the Institute staff and leadership. Reporting to the Budget and Administration Senior Manager, the Project Associate supports Institute program directors and executive staff with a variety of administrative program functions. This position is a great opportunity for someone interested in developing a career in the field of nonprofit management, administration, and human resources.

Responsibilities

Time and Leave

- Collect, process, and submit timesheets; maintain timesheet records
- Record time and leave requests, reconcile with timesheets, and maintain calendar
- Distribute time and leave reports to staff on a quarterly basis
- Coordinate summer scheduling (summer hours) and hybrid scheduling
- Respond to staff requests for assistance

Hiring Processes

- Recruiting and Interviewing
 - Submit and maintain job postings at Research Foundation and other sites
 - Research field-specific or location-specific options for job postings, especially in local communities around New York State
 - Manage the Institute's LinkedIn profile

- Maintain file of each search, including interview questions and exercises, and job descriptions
- Resume distribution to project directors; provide initial screening if warranted/requested
- Assist with interviewing or scheduling when needed
- Guide directors through the hiring process – providing forms, getting approvals
- Onboarding– submit all forms for new staff for email, ID, and access to software tools; coordinate with appropriate admin team member to ensure staff have workspace, computers, mifis, etc.
- Conduct onboarding orientations for new hires.
- Process staff exits. Coordinate with the Office Operations Coordinator to return equipment and ID cards.
- Manage the processes for promotions, status changes and provide support to project directors.

Office Procedures and Reporting

- Maintain employee files, including interns
- Maintain records of current and previous job descriptions and interview questions

Other Duties

- Attend staff meetings and trainings as required.
- Provide coverage and support for Office Operations Coordinator.
- Perform special projects and other duties as assigned by the Budget and Administration Senior Manager, the Deputy Executive Director, and Executive Director.
- Maintain staff handbook for distribution to new staff members and annually to all staff members
- Manage and update as needed all staff forms and other materials
- Liaise with CUNY Ops and Office Operations Coordinator for staff workspaces, IDs, etc.
- Work with central office staff to ensure office procedures are followed.
- Produce monthly report, maintain organization chart and emergency contact list

Qualifications

Minimum Qualifications and Competencies

- A bachelor's degree in a related field from an accredited institution (preferred).
- Two years related administrative and human resources experience.
- Knowledge of major office computer hardware and software applications including but not limited to Word, Excel, Publisher, and PowerPoint.
- Ability to work effectively with staff, associates, and internal and external constituents.
- Ability to work with diverse ethnic and cultural organizations and individuals.
- Demonstrated ability to multi-task and handle the variable workflow of a busy office environment.
- Positive attitude, flexible and creative approach to problem solving.

Preferred Qualifications

- Administrative experience in a higher education environment.
- Bi-lingual Spanish speaker.

Physical Requirements

- The Institute is currently working 70% in-office due to the COVID-19 pandemic. The Project Associate will be provided with a laptop in order to be able to carry out the necessary duties when working remotely. This position operates in a professional office environment. This role routinely uses standard office equipment such as personal computers, laptops, tablets, smart phone, photocopiers, filing cabinets and other presentation equipment.
- While performing these duties, the employee is required to perform physical activities such as, but not limited to, lifting items (up to 20 pounds), bending, reaching, sitting for prolonged periods of time. Reasonable accommodations will be made for employees with disabilities or other needs per RFCUNY policies.
- Ability to travel to other sites as needed.

Application Instructions

Please click on the link below to apply. Provide a resume and cover letter specifying your qualifications, experience, and interest relevant to this position.

Additional Information

EEO Info

We are committed to enhancing our diverse academic community by actively encouraging people of any race, color, religion, gender, gender identity or expressions, sexual orientation,

national origin, genetic information, disability, age, or protected veteran status to apply. We take pride in our pluralistic community and continue to seek excellence through diversity and inclusion. CUNY is an EEO/AA Employer.

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