

Position: Administrative Coordinator, Office of Information Technology

Department: Office of Information Technology

Reports to: Chief Information Officer (“CIO”)

Job Summary: On a full-time basis, coordinate office administration, management and support for the College’s Office of Information Technology (“IT”). Act as a first point of contact for the College community’s diverse constituent groups concerning IT department needs and requirements. Provide exceptional customer service to students and staff in furtherance of the mission of the College and the successful execution of IT services.

Duties and responsibilities:

- Serves as executive assistant to the CIO; related duties include, but are not limited to, administrative, clerical and secretarial support, calendar management, scheduling, scanning/filing, answering phones, responding or directing IT department inquiries as appropriate, processing mail and deliveries, preparing correspondence and event planning.
- Prepares the IT department’s business correspondence, reports, and other materials as required.
- Manages scheduling for the CIO and general IT departmental meetings.
- Acts as a liaison between the IT department and the College’s Office of Finance.
- Processes documentation for all technology purchases College-wide; prepares, tracks, and files purchase orders, payment vouchers and other related purchasing documentation.
- Reconciles all IT department purchase orders against invoices and/or packing slips; manages purchase-related documentation in an orderly manner.
- Tracks purchase orders and voucher information to facilitate budget preparation and reviews.
- Interacts with vendors of the College to fulfill technology and IT departmental purchases; addresses order related issues, as necessary.
- Orders IT department supplies, files department records, manages office equipment, and anticipates the material and supply needs of the department.
- Tracks and reorders toner cartridges for the College’s printers if not covered under a master printer/copier contract.
- Disseminates information and/or informational documents concerning special schedules pertaining to the IT department’s business needs.
- Performs all other duties as assigned by the CIO.

Qualifications:

- High School diploma or GED required; some college credits or an Associates’ degree is preferred.
- At least 2-3 years of administrative experience, preferably in an educational office environment.
- Proficiency with MS Office including Outlook, Word, Excel, and Power Point; Internet and social media experience is preferred.
- Ability to learn and become proficient with College systems, including, but not limited to, Ad Astra, OpenInvoice and Docuware; ability to operate office equipment including printers, copiers and fax machines is also required.

- Ability to maintain a high degree of confidentiality, as well as excellent professional office etiquette at all times.
- Excellent written and oral communication skills.
- Excellent organizational skills with an ability to work in a fast-paced environment, while maintaining a customer service focus.
- Strong interpersonal skills; ability to work well with students, faculty, and academic administrators College-wide; a willingness to work well with other staff members and managers within the IT department is essential.
- Initiative and the ability to prioritize competing tasks.
- Must be tactful in telephone communication and have excellent interpersonal skills with a variety of diverse constituencies.
- Culturally sensitive with a deep understanding and appreciation of a multi-cultural student community.
- Ability to work independently, collaboratively, and under supervision.

Interested applicants can apply by clicking [HERE](#)