

Division: Auxiliary Services

Office/Unit: Office of Dolphin Services

Functional Job Title: Administrative Coordinator

Reports to: Anna Lambert – Director of Parking & DolphinCard Services

Position Type: Full Time

Hours Per Week: 40

Hourly Rate or Annual Salary: \$45,000

General Job Overview:

Under the supervision of the Director of Dolphin Services, the individual will be responsible for managing daily administrative work and assisting the Director with ensuring the office is running efficiently.

Key Responsibilities and Duties:

- Generate collections for unpaid campus violations.
- Search NYS DMV for unknown vehicles parking on campus with open summons. Update the parking system with the data obtained.
- Manage and place academic blocks in CUNY for students with outstanding violations, unpaid meal plans, and missing meal plan contracts.
- Create accounts and process parking permits for students from Continuing Education programs.
- Process and load student cards with Meal Plans, FinBucks, Dolphin Print, transportation, and all other relevant accounts.
- Enter and manage requisitions in CUNYFirst
- Research and provide data analysis to support the rates of permits and summonses each semester.
- Assist with immobilization of vehicles parking on campus with outstanding balances.
- Coordinate with personnel regarding the issuance of summonses and vehicle immobilization
- Issue permits and identification cards to students and staff members.
- Manage inventory and purchasing of apparel and supplies for the Dolphin Dash Store

Qualifications:

- Bachelors Degree
- Excellent communication, interpersonal, and customer service skills
- Technology adept and proficient in emerging technologies
- Excellent organizational skills, attention to detail, and knowledge of administrative practices
- Ability to work well under pressure and manage multiple projects simultaneously
- Strong ability to manage relationships and engage with a wide range of stakeholders

Preferred Qualifications:

- Knowledge of CUNY First/ CUNY Buy

- **How to Apply:**
- Please email a copy of your resume and 2 references to ops@csi.cuny.edu.