

Job Title: Coordinator for Brooklyn College Association (student-fee funded)
Location: Central Depository
Full Time: 35 hours a week

Brooklyn College Central Depository is accepting applications for a Coordinator for Brooklyn College Association. The Coordinator reports to the Assistant Director of Central Depository and will collaborate with the Student Activity Liaisons, the Brooklyn College Association, and the Division of Student Affairs to facilitate all student requests for the Brooklyn College Association.

The Coordinator will be responsible for:

- Assisting with scheduling BCA Board and Budget Committee meetings.
- Reviewing proposals and ensuring all relevant documents are submitted in a timely manner for the Brooklyn College Association.
- Recording all approvals made by the Brooklyn College Association, including amendments and revisions.
- Maintaining records and minutes of the Association.
- Receiving travel requests and reviewing documents to ensure information and budget is accurate.
- Preparing students and travel documents for the presentation to the College Association.
- Organizing and coordinating all logistical details of student organization travel.
- Ensuring that all relevant documents are submitted timely and accurately pre and post travel.
- Preparing required travel documents for appropriate administrative signatures and approvals as needed.
- Conducting pre-departure orientation trip meetings as necessary and provide educational resources for all participants with guidance from the Assistant Director of Central Depository,
- Ensuring students complete Sexual and Interpersonal Violence Prevention and Response Course (SPARC) training and submitting proof of completion of training to the Coordinator.
- Receiving students' trip summaries.
- Performing other duties as assigned by the Assistant Director of Central Depository.

Qualifications

- Bachelor's degree in a related field required.
- At least one to three years of experience in a student service or related area preferred.
- Knowledge of Microsoft Office.
- Experience working with students, excellent organizational, communication skills (written and verbal) and ability to multitask while maintaining attention to detail.
- Knowledge of Domestic and International Student Travel guidelines preferred.
- Ability to work Monday through Friday, 9 am to 5 pm. Some evening hours will be required as needed.

Compensation

- \$35,000
- Position is not eligible for overtime.
- Position is subject to annual funding.
- Annual Leave and Sick Leave can be accrued.
- Pension plan can be implemented after the completion of a year of service.

How to Apply

Please email a cover letter, resume, and contact information for three professional references to studentaffairs@brooklyn.cuny.edu .

Closing Date: December 15, 2021.

Equal Employment Opportunity

AA/EO/ADA/IRCA Employer