About St. Francis College

We are committed to diversity, equity, and inclusion and serve one of the most diverse student populations in New York City and the country. St. Francis College has a 160-year history of serving New York City’s low-income, working class and immigrant families, and a mosaic of diverse individuals, offering our students opportunity—the opportunity to pursue a college education that is accessible and affordable and to use their hard-earned degree and experience to build careers and achieve economic mobility. Today, St. Francis College’s student body is 28% Hispanic, 24% Black, and 26% White. Over 60% of students are female and 47% receive federal Pell grants. Candidates who are culturally competent and have the professional skills, experience and desire to engage with a collaborative and diverse college and community, are particularly sought after for employment with the College. To learn more about St. Francis College and our commitment to diversity, equity and inclusion, please visit us at https://www.sfc.edu/.

About this Position

Reporting to St. Francis College’s (“SFC” or the “College”) Chief Information Officer (“CIO”) for their work in the Office of Information Technology and to the Manager of Mailroom, Document Services and Procurement for their work in the Office of Document Services, the Administrative Coordinator supports, manages, coordinates and supports the work of these offices and acts as a first point of contact for the College community’s diverse constituent groups. The successful candidate will provide exceptional customer service to students and staff in furtherance of the mission of the College. They will also provide administrative and clerical support in a fast paced, service-oriented customer/student centered environment.

Schedule: Full-time. Flexibility in work hours is required to accommodate changes to class schedules, enrollment, and other factors throughout the College’s academic year.

Duties and Responsibilities:

Mailroom and Document Services Office

- Responsible for processing copying requests and advising employees about large scale print or copy jobs.
- Maintains copiers and other document services equipment, including Scan Tron machines managed by this office.
- Operates high-volume black/white and color copying machines to accomplish the printing/copying requirements of college employees.
- Reviews scope of requested copying jobs to help ensure that all requests are in compliance with copyright policies established by the College.
- Responsible for copying and safeguarding all student examinations submitted for copying while in the possession of the Document Services office.
- Responsible for handling of incoming/outgoing mail/packages of the college, which includes all USPS, express and special mail, and priority mail/UPS/Fed-Express and DHL express.
- Assists with the processing of Purchase order requests.
- Performs all other duties as assigned.

Office of Information Technology

- 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.
- Disseminates information and/or informational documents concerning special schedules pertaining to the IT department’s business needs.
- Assists the CIO and IT Directors with maintaining the IT departments Contracts and/or Agreements.
- Performs all other duties as assigned.

Minimum Qualifications:

- High School diploma or GED.
- 2-years of administrative experience in an office environment.
- Proficiency with remote collaboration platforms, such as Zoom, Microsoft Teams etc.
- Ability to learn and become proficient with College systems, including, but not limited to, Ad Astra, OpenInvoice, Docuware, Package X and Colleague; ability to operate office equipment including printers, copiers and fax machines.
- Working knowledge of MS Office, including Outlook, Word, Excel, and Power Point, as well as Internet and social media platforms. 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.

- 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.
- Ability to work independently, collaboratively, accurately and under supervision in a fast-paced environment.
- Communication skills and cross-cultural abilities to maximize effectiveness with diverse groups of students, colleagues and community members.
- Commitment to diversity, equity, and inclusion in the workplace, and efforts to embed it into the St. Francis College culture.
- Ability to interact collaboratively and professionally with diverse groups and constituencies throughout the College.
- Culturally sensitive with an understanding and appreciation of a multi-cultural college community and the Franciscan traditions of St. Francis College.
- Strong commitment to the College’s mission and to its students, faculty and staff.

Physical Requirements (with or without reasonable accommodation):

- Ability to stand, walk and move on his/her/they feet for extended periods of time.
- Ability to walk, move and transport mail/packages/inventory managed by the IT and Document Service offices throughout the College.
- Ability to bend, kneel and/or reach to clear copier and mail paper jams, or similar equipment relates issues, as necessary.
- Ability to lift and carry boxes and other packages of up to 50 pounds as necessary.

Preferred Qualifications:

- 30+ college credits or an Associates’ degree. Candidates with Bachelor’s degrees are also encouraged to apply.
- 2-3 of administrative experience in an educational office environment.
- Highly proficient with MS Office, including Outlook, Word, Excel, and Power Point, as well as Internet and social media platforms.

Interested applicants can apply here.

St. Francis College is committed to providing opportunities to all persons without regard to sex, race, creed, color, religion, national origin, citizenship status, age, disability, marital status, gender identity or expression, predisposing genetic characteristics, status as a victim of domestic violence, sexual orientation, status as a Vietnam-era or special disabled veteran, or any other characteristic protected by law in its education programs and activities or employment. The College is an Affirmative Action, Equal Opportunity employer and we are strongly committed to equity and to increasing the diversity of our faculty, staff, students, and the curriculum. Applications by members of all underrepresented groups are encouraged.