

Advanced Consortium on Cooperation, Conflict, and Complexity

EARTH INSTITUTE | COLUMBIA UNIVERSITY

JOB TITLE: Administrative Associate, AC4– Part Time (20 hours)

Earth Institute at Columbia University,
Advanced Consortium on Cooperation, Conflict, and Complexity (AC4)

TITLE THIS POSITION REPORTS TO: Associate Director of AC4

The Advanced Consortium on Cooperation, Conflict, and Complexity at The Earth Institute is seeking to hire a qualified candidate to support the financial, human resources, and events operations of AC⁴

The Administrative Associate will manage the workflows of payments and reimbursements, vendor interface, human resources interface, and facilities and infrastructure requests. In addition, the incumbent will assist in supporting the operations of AC⁴'s grants and fellowships program, which engages students and faculty at Columbia University who are doing interdisciplinary research within AC⁴'s focus areas: conflict resolution, violence prevention, and sustainable peace. The program also provides International Association of Conflict Management grants given to students outside of Columbia University, and the CMM Institute Fellowships that are given to practitioners attending the annual CMM Learning Exchange. To operate these programs, the incumbent's areas of responsibility include (but are not limited to) advertising the grants, recruiting and overseeing selection committees, meeting with and advising students related to their applications, and dealing with all financial transfers as they relate to the programs. The Administrative Associate also supports knowledge sharing and coordination for AC⁴ by coordinating meetings and networking activities including: serving as rapporteur for the University Seminar series, scheduling and serving as rapporteur for the Senior Research seminars among AC⁴ Principal Investigators. This position reports to the Associate Director of AC4.

Responsibilities:

Administrative Systems: The Administrative Associate will help support the workflows associated with the administrative operations of the center including managing reimbursements and payments, vendors, human resources, facilities and infrastructure. This will include communication with internal AC4 staff to ensure requests on payments, new vendor and project related finance, events and operational requests are shared in a timely manner.

Coordinate Knowledge Sharing Meetings: The Administrative Associate coordinates the portfolio of internal knowledge sharing activities by creating schedules, managing internal communication, and reporting results to the AC⁴ Associate Director.

Administration of Funded Projects: The Administrative Associate will also assist with grant proposal submissions and fellowship coordination. He/she will interface with EI Personnel, when needed. This will involve executing functions such as performance management, target setting, decision-making, and progress reporting. The incumbent will oversee the activities of contractual agreements with project consultants, contractors and interns. He/she will conduct program- specific training sessions for general support staff and interns, when needed. Administrative Associate will report to the AC4 Associate Director. Create an excel file for all incoming payment request to help monitor and track accounts payable and purchasing requests.

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REFERRED QUALIFICATIONS:

Preference will be given to candidates who have experience supporting an executive in an academic, research, private sector or not-for-profit setting. The ideal candidate should be numerate, highly detail-oriented, self-motivated, proactive and organized. Candidate should be comfortable with managing competing tasks. Interest in contemporary issues of peace and conflict studies is a plus.

Interested candidates should send their cover letter and resume to Azin Aliabadi, the Associate Director of AC4 at: aa3029@columbia.edu

- Please include subject heading: AC4 Associate Applicant

Remuneration:

Competitive salary, non-benefits eligible, part-time position for the period of June 2019- May 2020. Position may transition to a permanent post. Salary will be commensurate with experience. Flexible hours. Work study students can also apply.