Job Title: CUNY Administrative Assistant, Level 1 – Division of VP for Student & Enrollment Services (Provisional)

Job ID: 14440

Location: College of Staten Island

Full/Part Time: Full-Time

Regular/Temporary: Regular

GENERAL DUTIES

This position has responsibility for the operation of a major administrative College activity, or difficult administrative and secretarial work in an office with College-wide responsibilities, or in an unusually complex academic department. May perform duties described under the lower title, CUNY Office Assistant (04802). Persons in this position are accountable for rendering quality services in a respectful, courteous and professional manner. In the University’s multicultural environment, incumbents provide consistent assistance to everyone.

A CUNY Administrative Assistant position will be assigned to either Level 1 or Level 2. A position assigned to Level 1, with wide latitude for the exercise of independent initiative and judgment, performs office or secretarial work in various units, following relevant departmental, College, and University procedures. A position assigned to Level 2, with wide latitude for the exercise of independent initiative and judgment, performs very complex administrative or supervisory work; may work with other College units to complete significant administrative functions (e.g., payroll, facilities, personnel, budget, records, security, etc.).

This position is in CUNY's Classified Civil Service. The full specification is available on our web site at http://www.cuny.edu/about/administration/offices/ohrm/hros/classification/ccsjobs.html

CONTRACT TITLE

CUNY Administrative Assistant

FLSA

Non-exempt

CAMPUS SPECIFIC INFORMATION

** OPEN TO CURRENT ELIGIBLE CUNY ADMINISTRATIVE ASSISTANTS AND CUNY OFFICE ASSISTANTS (LEVELS 3 & 4) ONLY **

Reporting to the Vice President for Student and Enrollment Services, the CUNY Administrative Assistant is responsible for administrative and secretarial work relating to enrollment services. Including, but not limited to:

- Produces comprehensive enrollment reports and related charts and graphs
- Produces headcount and profile comparisons
- Assists in monitoring the daily budget operations and processes for four divisional departments including preparation and monitoring reports
- Provides administrative support to the Enrollment Director
- Coordinates comprehensive personnel issues within the area
- Facilitates student issues regarding enrollment services
- Serves as liaison between the area and other divisions and departments
- Follows up with staff and administrators throughout the College, University and community
and provides information regarding regulations
- Schedules meetings and facilitates the office's daily routine
- Maintains the College's Enrollment Calendar
- Works with project teams in making arrangements for special events
- Responds or corresponds with an authority within or outside of CUNY or a student or a parent on behalf of the VP regarding highly nuanced procedural or regulatory matters
- Handles highly complex documents reflecting vast web of government rules and regulations
- Develops and maintains efficient office procedures and methods
- Demonstrates commitment to the success of the Division, College and University
- Prepares routine and complex correspondence such as letters, memoranda, forms, purchase orders and travel reimbursement materials
- Demonstrates complete confidentiality
- Serves as official recorder for meetings.

MINIMUM QUALIFICATIONS

Proof of meeting qualification requirements is needed before the close of a Civil Service Examination filing period. You may be asked to provide proof of meeting these requirements at any time between your application and the close of the filing period.

1. Permanent status as a CUNY Office Assistant at Assignment Level 1 (Pay Level 3) or Assignment Level 2 (Pay Level 4).

Candidates who meet the above requirements must also meet requirements 2 and 4 after the close of the filing period.

2. Candidates must take and pass a job-related Civil Service Examination that measures critical competencies for the position.

3. Candidates must undergo a background check, including a fingerprint screening and a verification of their education and work history.

4. Candidates must demonstrate technical competence in using job-related software (e.g., word processing or other).

OTHER QUALIFICATIONS

Computer proficiency in MS Office including Word, Excel and Data Warehouse; good typing skills, accuracy, attention to detail and ability to multi-task. Excellent project management skills in addition to organizational and planning skills. Possesses self-motivation and self-direction.

COMPENSATION

$41,129

BENEFITS

CUNY offers a comprehensive benefits package to employees and eligible dependents based on job title and classification. Employees are also offered pension and Tax-Deferred Savings Plans. Part-time employees must meet a weekly or semester work hour criteria to be eligible for health benefits. Health benefits are also extended to retirees who meet the eligibility criteria.

HOW TO APPLY

To apply, please go to www.cuny.edu; select "Employment", "Search Job Listings," "More Options to Search for CUNY Jobs," then enter the Job ID# in the "Job Opening ID" field. Cover letter, resume, and additional supporting documents for candidacy must be submitted as one file.
CLOSING DATE
March 18, 2016

JOB SEARCH CATEGORY
CUNY Job Posting: Support Staff

EQUAL EMPLOYMENT OPPORTUNITY
CUNY encourages people with disabilities, minorities, veterans and women to apply. At CUNY, Italian Americans are also included among our protected groups. Applicants and employees will not be discriminated against on the basis of any legally protected category, including sexual orientation or gender identity. EEO/AA/Vet/Disability Employer.