Job Title: Administrative Manager to the Vice President of Institutional Advancement & External Affairs

Job ID: 14742

Location: College of Staten Island

Full/Part Time: Full-Time

Regular/Temporary: Regular

POSITION DETAILS

The College of Staten Island (CSI) is a City University of New York (CUNY) senior College organized around two academic divisions and three schools, with over 14,000 students. CSI offers a broad range of academic programs in the liberal arts and sciences, and in several professional areas. The College awards associate's, bachelor's, master's and clinical doctoral degrees, and in collaboration with The CUNY Graduate Center, numerous Ph.D. degrees. CSI's internationally recognized faculty passionately engage in scholarly and artistic activities, and together with a strong professional staff, lead students through transformational learning experiences both inside and outside of the classroom. The College is situated on a 204-acre site, has recently incorporated a residential component, and is currently engaging in capital expansion. It is a hub of intellectual and artistic activity and a community partner and source of economic impact and job creation for the greater Staten Island area.

The College's faculty, administration, and staff are committed to educational excellence as they instill in students an enduring love of learning and respect for pluralism and diversity. The College community recognizes its responsibility to strive for the common good, including an informed appreciation for the interdependence of all people, as well as providing students with the opportunities for successful future careers.

Reporting to the Vice President of Institutional Advancement & External Affairs, the Administrative Manager will perform the following duties:

- Functions as the primary filter for a high volume of confidential information and provides administrative support for generating correspondence, developing presentation and meeting materials, maintaining databases, reconciling expense reports, responding to incoming phone calls, processing information requests and preparing reports.
- Manages final document and correspondence review to ensure completeness, accuracy and consistency with College guidelines.
- Manages detailed and busy calendar for the Vice President, including coordinating meetings, conference calls, and business appointments with outside partners including donors, Board Directors, legal finance, insurance and other representatives from higher education.
- Arranges detailed travel plans for the Vice President, including travel logistics, conference registration, and compiling itineraries.
- Assists in the development and preparation of reports for donors, budgets and grant proposals; collects data and performs research as directed, including the preparation of a variety of financial and statistical reports, with attention to accuracy, completeness and conformance.
- Proactively manages the department expenses and budget, ensuring that decisions made are fiscally sound and in line with financial targets and goals.
- In the absence of the Vice President, directs problems and/or questions to the appropriate person if unable to assist directly.
- Manages and promotes positive and effective cross-functional relationships with co-
workers, Cabinet members, department and program leaders, vendors, consultants, donors, alumni and students in a diverse multicultural environment.

QUALIFICATIONS

Bachelor's Degree and six years' relevant experience required.

Preferred qualifications:
- Exceptional writing and editing skills to prepare and proofread documents, including correspondence, policies, minutes for Board of Directors and other committee meetings.
- Strong oral communication skills and customer service orientation to interface with all levels of College personnel, Board Directors, donors, external service providers, students and community.
- Creative and innovative approach to problem-solving.
- Proactive approach to organizing, prioritizing and managing multiple tasks. Ability to anticipate and plan forward 12 months or more.
- Willingness to work some evenings and weekends in support of various special events (i.e. Gala, Donor Receptions, etc.).
- Proficiencies in MS Word, Excel and PowerPoint.

CUNY TITLE OVERVIEW

Manages administrative and program activities of an academic or administrative unit.

- Manages administrative aspects of department operations such as admissions, recruitment, scheduling, facilities management, and events.
- Serves as Office Manager, supervising and training staff, managing financial operations and budgets, and coordinating technology, equipment, security, and building maintenance requirements.
- Represents management in meetings and activities related to department administration.
- Maintains archives, inventories, or collections of materials or records needed by the department.
- Works with fund-raising, marketing, technology, and other personnel to provide information and participate in Campus or University-wide initiatives.
- Collect information for, produce, and distribute department reports covering program, fiscal, and human resources issues.
- Independently carries out unit activities such as approvals, student interactions, and participation in campus- or university-wide committees and projects.

Job Title Name: Administrative Manager

CUNY TITLE

Higher Education Associate

FLSA

Exempt

COMPENSATION AND BENEFITS

Salary commensurate with education and experience.

CUNY's benefits contribute significantly to total compensation, supporting health and
wellness, financial well-being, and professional development. We offer a range of health plans, competitive retirement/pension benefits and savings plans, tuition waivers for CUNY graduate study and generous paid time off. Our staff also benefits from the extensive academic, arts, and athletic programs on our campuses and the opportunity to participate in a lively, diverse academic community in one of the greatest cities in the world.

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 any additional supporting documents for candidacy must be submitted as one file.

CLOSING DATE
June 25, 2016, with the review of resumes to begin May 25, 2016.

JOB SEARCH CATEGORY
CUNY Job Posting: Managerial/Professional

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.