Job Title: CUNY Administrative Asst., Level 1A – Recruitment & Admissions (Provisional)

Job ID: 14820

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**

The CUNY Administrative Assistant serves as the Director's Assistant and has responsibility for various administrative and secretarial tasks in the Office of Recruitment and Admissions. The CAA is accountable for rendering quality services in a respectful, courteous and professional manner.

Reporting to the Director of Recruitment and Admissions, the CAA will perform the following duties:

- Assists with monitoring phone and welcome/reception area coverage as needed (primarily with prospective and newly admitted undergraduate and graduate students).
- drafts routine, confidential and/or complex memoranda and job request forms. Expedites and prepares drafts for the Director.
- Assists with managing the Director's calendar and schedules meetings/appointments as needed.
- Maintains department accounts and reconciles books/spreadsheets. Assists in monitoring
budgets and expenditures.
- Processes and manages requisitions, travel expenses, reimbursements, purchase orders, receipts, contracts, and related data.
- Assists with the processing of undergraduate and graduate applications using University Application Processing Center (UAPC) databases, CUNYfirst (Oracle/PeopleSoft) and Hobsons Connect (CRM). Assists prospective and newly admitted students navigate the admissions and enrollment process.
- Assists with various aspects of event coordination such as pre- and post-event communications, space reservation, staffing (faculty, staff and students), catering and related purchases.
- Assists with the supervision of all College Assistants and work-study students.
- May take dictation and/or transcribe notes, if necessary.
- Performs other duties as assigned by supervisor.

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

- Excellent communication (listening, written and verbal) and customer service skills.
- Project and time management skills, in addition to basic organizational and planning skills.
- Proficiencies in Microsoft Office (Word, Excel, Outlook and Access).
- Experience with CUNYfirst, particularly with the procurement (financial supply chain) process.

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

May 19, 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.