Job Title: CUNY Administrative Assistant, Level 1 – Media Culture (Provisional)

Job ID: 14974

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 Chairperson, the CUNY Administrative Assistant will provide supervision of the administrative clerical functions for the Department of Media Culture. The successful candidate must have excellent customer service skills and demonstrate a high level of professionalism. Additional tasks include, but are not limited to:

- Supports and assists with budgeting, departmental accounts, PAFs and other hiring documents, timesheets, and ordering supplies and equipment.
- Supports faculty in use of CUNYfirst for various functions, including, but not limited to travel, service indicators, class permissions, etc.
- May assist with training new faculty in use of CUNYfirst and problem solving in order to facilitate faculty advising and other functions.
- Manages office inventory of supplies; sets up and maintains active paper files, archives, and electronic files, related to personnel, course syllabi, frequently used forms, etc.
- 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

**Must be a current CUNY employee.

- Proficiencies in Microsoft Office (Word and Excel).
- Familiarity with both PC and Mac computing systems, including Apple software such as the electronic calendar iCal, as well as DropBox and/or other types of cloud-based storage, Skype, and other programs and applications is desired.
- Ability to make website updates. Willingness to train for use of new software programs and applications as needed.
- Experience with CUNY and CSI-specific routines involving personnel, P&B, and CUNYfirst.
- Experience with CUNYfirst budgetary and purchasing procedures is essential.
- Strong interpersonal skills necessary for interfacing with staff, full time and adjunct faculty, and students, in person, via email, and phone.
- Attention to detail, ability to multi-task in a fast-paced work environment, and meticulously and pro-actively adhere to deadlines.
- Strict observation of best practices involving confidentiality protocols in personnel, enrollment, and general communications is key.

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

June 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.