

Job Title: CUNY Administrative Assistant, Level 1(Provisional) - The Verrazzano Honors Program

Job ID: 32919

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 Verrazzano Honors Program helps bright, motivated students maximize their college experience by supporting their academic, social, and professional development throughout college and beyond. Serving a diverse student population, the program provides opportunities that promote student engagement, achievement, and success.

Reporting to the Associate Director, the CUNY Administrative Assistant provides administrative support for the Verrazzano Honors Program and serves as a primary point of contact for students, faculty, campus offices, and external partners. The position supports program operations through coordinating administrative activities, maintaining records, responding to inquiries, assisting with communications, and supporting program initiatives.

Essential Duties include but are not limited to:

- Provides administrative support for the daily operations of the Verrazzano Honors Program, including responding to student requests, providing information regarding program requirements, and referring students to appropriate campus resources.
- Coordinates calendars, meetings, and general office operations, including scheduling, preparing materials, and supporting program activities and events.
- Maintains student records, databases, and tracking systems related to program participation, requirements, and completion; prepares administrative reports and updates as needed.
- Serves as an administrative liaison with campus offices, including Registrar, Academic Affairs, Student Life, Counseling, Career and Professional Development, ASAP, and SEEK, to facilitate communication and support student needs.
- Provides administrative support for academic and co-curricular activities, including coordinating logistics, maintaining related documentation, and communicating program information to students and stakeholders.
- Assists with monitoring program expenditures, processing routine transactions, maintaining records, and supporting budget-related administrative activities.
- Responds to inquiries from prospective students, current students, faculty, staff, and external contacts; assists with preparation and distribution of program communications and promotional materials.
- Attends meetings with the Director and Associate Director and prepares administrative reports and updates related to enrollment, budget activity, and student progress toward program completion.
- Provides administrative support for committee meetings and program initiatives, including preparing materials, recording minutes, and maintaining documentation.

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).

COMPENSATION

\$56,501

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

November 6, 2026

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.