Job Title: CUNY Administrative Assistant, Levels 1 or 2 – Chemistry Department (Permanent)

Job ID: 18567

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

**MUST BE A CURRENT CUNY ADMINISTRATIVE ASSISTANT, LEVEL 1 or 2 WITH PERMANENCY.**

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

- Assists with all aspects of the department's management adhering to strict deadlines.
- Assists the chairperson in the day-to-day operations of the department, including maintaining the calendar, schedules/cancels meetings and assisting with routine and special events and program activities.
- 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, class permissions, etc.
- Supervises and coordinates the clerical staff for the department.
- Assists with training newly hired personnel in intricate and pivotal tasks, including, but not limited to, office duties and policies/procedures.
- Handles sensitive personnel files and maintains them for accuracy.
- Prepares reports, including drafts, using information received from various sources. Drafts routine and complex correspondence and coordinates on paperwork for hiring adjunct faculty.
- Manages office inventory of supplies; sets up and maintains active paper files, archives, and electronic files, related to personnel, course syllabi and records, frequently used forms, etc.
- Communicates with other academic or administrative departments or outside agencies to expedite the processing of work.
- Assists department visitors.
- Performs other duties as assigned by supervisor.

OTHER QUALIFICATIONS

**MUST BE A CURRENT CUNY ADMINISTRATIVE ASSISTANT, LEVEL 1 or 2 WITH PERMANENCY.**

Preferred qualifications:
- Proficient in MS Word and MS Excel, with the willingness to learn additional software applications as needed.
- Experience with running student or enrollment queries using CUNYfirst.
- Well organized, accurate, detail oriented and the ability to multi-task in a high profile area where confidentiality is of utmost importance.

COMPENSATION

Level 1A - $45,412
Level 1B - $46,863
Level 1C - $48,577
Level 2 - $54,350

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 visit http://cuny.jobs/ and enter the Job ID# in the “What” section field. Candidates must attach a resume, cover letter, and three professional references (name, title, organization, and contact information) as one file.

CLOSING DATE

--Reopened--
May 17, 2018; Previous applicants need not reapply.

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.