Job Title: CUNY Administrative Assistant, Level 1 – Center for Career & Professional Development (Perm.)

Job ID: 18852

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/hr/CEC/classification/CCSJ/CCSJobs.html

CONTRACT TITLE

CUNY Administrative Assistant

FLSA

Non-exempt

CAMPUS SPECIFIC INFORMATION

-----------------------------------------------CUNY ONLY POSTING-----------------------------------------------

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

Reporting to the Director, the CUNY Administrative Assistant will provide administrative clerical functions for the Center for Career and Professional Development.

Tasks include, but are not limited to:
- Schedules appointments and meetings for Director and staff; maintains calendars on Titanium;
- Welcomes visitors to the Center; answers phones, triage's students to meet with the appropriator advisor; answers all Career emails; corresponds with employers and external constituents;
- Enters and updates job and internship opportunities on Symplicity database;
- Manages all budgets (OTPS, PS, Student Tech fee, and Center funded accounts);
- Prepares correspondence and reports on internship and job placement and CUNY Service Corps projects, using Excel and Access;
- Oversees destination survey dissemination;
- Oversees the non-teaching adjunct process completing PAFS, scheduling hours, time sheets and payroll;
- Proofreads and edits all office literature, flyers, brochures, including website updates and social media;
- Supervises CUNYCap and work-study students by organizing their workflow;
- Orders all supplies for the Center via E-procurement;
- Reserves rooms and space for special events, such as the Job and Internship Expo, Accounting/Finance Fair, Future Fair, etc.;
- Works with external vendors, employers, and internal departments within the campus community when arranging large events;
- Assists Director and staff in planning large events;
- Monitors time sheets and professional staff attendance;
- Assists with CUNY Service Corps projects.

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 ADMINISTRATIVE ASSISTANT, LEVEL 1 WITH PERMANENCY.**

The successful candidate must have excellent written and interpersonal skills, and demonstrate a high level of professionalism when working with students and employers. Knowledge of Access and Excel necessary. Good listening skills to help determine a student’s needs to appropriately and effectively triage the student for the right service.

COMPENSATION

$45,412

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

June 12, 2018
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.