Job Title: Administrative Executive Assistant – VP for Economic Development, Continuing Studies, and Government Relations

Job ID: 18930

Location: College of Staten Island

Full/Part Time: Full-Time

Regular/Temporary: Regular

POSITION DETAILS

The College of Staten Island (CSI) is a City University of New York (CUNY) senior College organized around two academic divisions and three schools, with over 14,000 students. CSI offers a broad range of academic programs in the liberal arts and sciences, and in several professional areas. The College awards associate's, bachelor's, master's and clinical doctoral degrees, and in collaboration with The CUNY Graduate Center, numerous Ph.D. degrees. CSI's internationally recognized faculty passionately engage in scholarly and artistic activities, and together with a strong professional staff, lead students through transformational learning experiences both inside and outside of the classroom. The College is situated on a 204-acre site, has recently incorporated a residential component, and is currently engaging in capital expansion. It is a hub of intellectual and artistic activity and a community partner and source of economic impact and job creation for the greater Staten Island area.

The College's faculty, administration, and staff are committed to educational excellence as they instill in students an enduring love of learning and respect for pluralism and diversity. The College community recognizes its responsibility to strive for the common good, including an informed appreciation for the interdependence of all people, as well as providing students with the opportunities for successful future careers.

Reporting to the VP for Economic Development, Continuing Studies, and Government Relations, the Administrative Executive Assistant will, in addition to the CUNY Title Overview, perform the following:

- Provides comprehensive, confidential administrative support to the Vice President, including managing a complex calendar and organizing meetings and events.
- Oversees the office support staff.
- Communicates and collaborates with other departments, units, and external partners on behalf of the Vice President.
- Supports staff Professional Development opportunities.
- Assists with the office budgets; reviews and organizes the comprehensive budgeting maintained by revenue generating and grant funded areas of the Division including the Auxiliary Services Corporation, the Office of Community Educational Engagement, the Office of Workforce Development and Innovation, the Small Business Development Center, and other initiatives.
- Tracks project activities and supports strategic planning, business process optimization, and initiatives to enhance administrative effectiveness and goals.
- Performs other duties as assigned by Supervisor.

QUALIFICATIONS

Bachelor's Degree and four years' relevant experience required.

Preferred qualifications:
- Master's Degree highly desired.
- Proven proficiency in use of Microsoft Office Suite for supporting office operations – such as word processing, creation of spreadsheets, presentations, mailings, and web research.
- Excellent organizational abilities, exceptional attention to detail; comfort and facility with juggling multiple responsibilities and tasks.
- Ability to handle multiple tasks and meet deadlines; follow-up as needed and complete assignments in a timely manner.
- Exceptional ability to communicate effectively, exercising discretion and tact, with high-level constituents.
CUNY TITLE OVERVIEW

Provides support to a Campus or University Executive, organizing and supervising unit activities.

- Creates appointment and meeting schedules, arranges meetings, and prepares for a variety of special events. Maintains an ongoing calendar of reports, deadlines, and key dates and incorporates these into a schedule.

- Coordinates Executive communications, including those requiring a high degree of sensitivity. May respond to public inquiries as well as requests from within the Campus/University community.

- Organizes, creates, and distributes key, complex management reports with a high degree of accuracy.

- Organizes, manages, and tracks written and email correspondence, maintaining logs and records of follow-up activities.

- Procures required internal and external resources and services and manages their utilization.

- May supervise office staff, performing basic Human Resources functions such as recruiting and interviewing.

- May perform related duties as assigned; may participate in special projects and efforts to improve unit effectiveness.

Job Title Name: Administrative Executive Assistant

CUNY TITLE

Higher Education Assistant

FLSA

Non-exempt

COMPENSATION AND BENEFITS

Salary commensurate with education and experience.

CUNY’s benefits contribute significantly to total compensation, supporting health and wellness, financial well-being, and professional development. We offer a range of health plans, competitive retirement/pension benefits and savings plans, tuition waivers for CUNY graduate study and generous paid time off. Our staff also benefits from the extensive academic, arts, and athletic programs on our campuses and the opportunity to participate in a lively, diverse academic community in one of the greatest cities in the world.

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

September 1, 2018

JOB SEARCH CATEGORY

CUNY Job Posting: Managerial/Professional

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.