Job Title: Administrative Specialist
Job ID: 19934
Location: College of Staten Island
Full/Part Time: Full-Time
Regular/Temporary: Regular

POSITION DETAILS

The College of Staten Island is one of the 11 senior colleges of the 24 colleges and institutions that comprise The City University of New York (CUNY). The three schools and two academic divisions of the College serve more than 13,000 students and offer 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, certificates, and professional doctorate degrees, and PhD degrees through The CUNY Graduate Center. CSI's internationally recognized faculty passionately engages in scholarly and artistic activities, and together with a strong professional staff, provides transformational learning experiences both inside and outside the classroom for the diverse student body. The 204 acre park-like Willowbrook campus incorporates a residential component, and in 2017 the College expanded its institutional footprint and accessibility with the opening of the St. George location in the heart of Staten Island's economic renaissance on the north shore of the island. The College is a hub of intellectual and artistic activity, and is committed to its role as an anchor institution and community partner including for economic impact and job creation for the greater Staten Island area.

Reporting to the Chief Administrative Superintendent, the Administrative Specialist will assist with the day-to-day operations of facilities management, environmental health and safety, and event management. In addition to the CUNY Title Overview, the Administrative Specialist will also, at times, assist in other areas of the Division on an as needed basis and will:

- Assist with the administration of the day-to-day activities of the office; support policies, procedures, and systems which ensure productive and efficient office operation.

- Assist with the operation of office accounts, and plans and monitors expenditures, as appropriate. Under supervision, coordinates invoice processing and budget tracking using CUNYfirst. Assist the Warehouse Manager to ensure inventory is procured, tracked and managed within division budget.

- Under supervision, coordinates the Archibus system to ensure work orders are submitted and addressed appropriately and timely.

- Primary user of the Attendance Enterprise System. Track time and leave, run reports and edit timesheets for assigned facilities employee groups; in conjunction with Human Resources, calculates overtime, shift differentials, holiday pay, etc.

- Provide support to the office to include handling in-person, email and telephone interactions, calendar management and meeting arrangements, screening, assessing and responding to incoming correspondence and providing guidance and responding to general inquiries.

- Coordinate meetings and track calendars for facilities senior staff.

QUALIFICATIONS

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

A preferred candidate should have:
- Working knowledge of electronic systems including Time and Leave, Work Orders, Budget and Procurement. Preference will be given to working knowledge of CUNYfirst, Archibus, and Peoplesoft.
- Excellent customer service skills.
- Proficiency in Microsoft Office Suite.
- Ability to prioritize tasks, be detail-oriented and have strong organizational skills.
- Ability to interpret policies and communicate this information to employees.

CUNY TITLE OVERVIEW

Provides administrative and program support to an administrative or academic department.
- Oversees department operations and assists management in planning department activities, creating schedules, assigning staff and preparing and delivering department communications.
- Works with appropriate offices related to personnel recruitment, expediting search activities
- Research coordinates and organizes materials for key events such as promotion and tenure reviews.
- Supervises and trains support staff and student workers.
- Manages budget and coordinates purchasing, accounting, and payroll.
- Provides instructions and basic advice to students, faculty, and others seeking information on department activities, policies, and schedules.
- Performs related duties as assigned.

Job Title Name: Administrative Specialist

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

February 22, 2019

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.