Job Title: Confidential Executive Associate – Division of Student Affairs & Alumni Engagement

Job ID: 23449

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 Vice President for Student Affairs and Alumni Engagement (VP), the Confidential Executive Associate provides support to the VP and Executive Director and offers broad support for initiatives in Student Affairs and the advancement of Division priorities.

In addition to the CUNY Title Overview, key duties include, but will not be limited to the following:

- Develops, plans, and implements various initiatives, programs, projects, activities, meetings and events.
- Manages the VP’S daily schedule and complex calendar, and coordinates dates and all logistical arrangements, itineraries and agendas for meetings, events, and travel.
- Oversees the daily operations of the office to enhance organizational effectiveness and ensure confidentiality in all activities and information flows.
- Drafts executive communications, briefing materials and responses.
- Manages the collection, retention, and distribution of confidential and time-sensitive information and documents.
- Collaborates with the VP and Executive Director in the planning, preparation, and reporting of the Division expenditures and budgets.
- Serves as an internal and external resource on policy and procedural matters to various constituents; receives inquiries and resolves them, or refers them to appropriate staff, using discretion and sound judgment.
- Works with various campus and community constituencies to promote the student affairs’ mission.

QUALIFICATIONS

Bachelor’s degree and six years’ related experience required.

Preferred qualifications:

- Master’s degree.
- Experience working in higher education or a related field.
- Highly developed written, verbal, organizational, analytical, communication, and interpersonal skills.
- Ability to conduct research on various topics and write reports.
- Solid computer technology skills, strong interpersonal skills and problem-solving capability, and the ability to work with sensitive and confidential matters.
- Experience in working effectively with diverse constituencies and organizations, and ability to interact positively with diverse populations on campus.
- Strong organizational and follow-through skills to handle multiple tasks with varying deadlines.
- Available to work occasional weekends and evenings.

CUNY TITLE OVERVIEW

Supports a Campus or University Executive as a confidential assistant in a variety of activities and initiatives as a key team member.

- Organizes and manages projects involving different areas of the Campus or University community, with responsibility for project outcomes
- Represents the Executive's unit in Campus or University-wide activities, including committees, special initiatives, and implementation of new processes or technology
- Independently carries out a portfolio of responsibilities under the Executive's purview, such as approvals, student interactions, and monitoring of key activities
- Manages communications within and outside the unit related to areas of responsibility
- May serve as Manager of a large Executive Office
- Performs related duties as assigned.

This position is excluded from union representation.

CUNY TITLE

Higher Education Associate

FLSA

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 "Job Title, Keywords" section field. Candidates must attach a resume, cover letter, and contact information for three references (Professional or Personal) as one file.
CLOSING DATE

*Extended; previous applicants need not reapply.

February 21, 2022

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.