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

** OPEN TO CURRENT ELIGIBLE CUNY ADMINISTRATIVE ASSISTANTS AND CUNY OFFICE ASSISTANTS (LEVELS 3 & 4) ONLY **

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. Specific duties include the following:

- Maintains the Dean’s calendar, including scheduling and rescheduling meetings both on and off campus.
• Greets diverse customers, visitors, and others in a professional manner; screens visitors and phone calls as directed; refers individuals to the appropriate staff or to other offices/departments; takes accurate and complete messages and forwards in a timely manner and returns calls when necessary.
• Responds to routine questions and requests; clarifies requests; provides prompt service; explains need for any delays or additional information; keeps visitors, vendors, faculty, and staff informed on progress.
• Maintains OTPS budget for the Dean’s Office. Tracks funds advanced to departments from OTPS and to facilitate the reimbursement of funds, and assists in the monitoring of budgets and expenditures.
• Prepares and processes requisitions and travel expenses in CUNYfirst and E-Procurement. Follows up to ensure payments have been processed.
• Assists with tracking departmental Foundation account balances.
• Manages the process of obtaining any signatures required from the Dean's Office, and keeping copies of any documents signed by the Dean.
• Assists with monitoring multiple email addresses assigned to the Dean’s Office.
• Organizes physical and electronic files, including sensitive and confidential files.
• Manages inventory of supplies for the office.
• Supports faculty in use of CUNYfirst for various functions, including, but not limited to travel, service indicators, class permissions, etc.
• May assist with training new faculty in use of CUNYfirst and problem solving to facilitate faculty advising and other functions.
• Performs other duties as assigned by Supervisor.

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

Preferred qualifications include:

- Proficient in Microsoft Office and willingness to learn CUNYfirst and Blackboard is highly desired.
- Experience working in hospitals or other medical facilities is preferable.
- Writing skills to assist with drafting and editing curriculum proposals and self-studies.
- Experience with accreditation related tasks a plus
- Experience with CUNYfirst and procurement a plus

COMPENSATION

$49,155

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

November 4, 2022

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.