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:

- Assists the Director in the day-to-day operations, and various aspects of event coordination such as end-of-year ceremonies, space reservation, staffing (faculty, staff, and students), catering, and related purchases.
- Assists with monitoring phone messages and welcome/reception area coverage as needed.
- Drafts routine, confidential, and/or complex memoranda and job request forms. Expedites and prepares drafts for the Director.
• Assists with managing the Director’s calendar and schedules meetings/appointments as needed.
• Assists with onboarding of students and adjuncts.
• Works with the chair to maintain workload scheduling.
• Answers student questions regarding Physical Therapy admission.
• Processes paperwork that goes to the State for student testing for licensure.
• Assists with accreditation documentation.
• Communicates with other academic or administrative departments or outside agencies to expedite the processing of work.
• Assists in monitoring the budget operations and processes for the department including preparation and monitoring reports.
• Processes and manages requisitions, travel expenses, reimbursements, purchase orders, receipts, contracts, and related data.
• Ensures proper payment and documentation of all expenses related to accreditation.
• Organizes physical and electronic files, including sensitive and confidential files.
• Prepares social media posts, and press-worthy communications, including drafts, using information received from various sources.
• 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:

Experience processing new hire paperwork, and course scheduling. Previous work in a clinical environment (Physical Therapy preferred) including answering students’ questions regarding Physical Therapy admission, preparing paperwork that goes to the State for student testing for licensure, paperwork for travel, and accreditation work experience.

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**

December 18, 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.