Job Title: Confidential Executive Associate – Campus Planning, Facilities and Operations

Job ID: 26801

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 10,000 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 Chief Admin. Superintendent of Campus Planning, Facilities Management, and Operations, the Confidential Executive Associate will support the Chief Admin. Superintendent with the College's operation of campus planning, facilities management, campus public safety, environmental health and safety, operational services, mailroom services, print shop services, and event management. Supervises administrative and clerical staff reporting to the Office.

Reporting to the Director of Facilities Management, Planning, and Operations, the Confidential Executive Associate:

- Supports the Director as needed with the operation of these departments--Campus Planning, Facilities Management, Environmental Health and Safety, Operational Services, Mailroom Services, Print Shop Services, and Transportation
- Supervises administrative and clerical staff reporting to the Office.
- Manages the financial affairs of the division including the annual and periodic budget development and reconciliation process, working with department heads, trade supervisors, the Business Office and the Division Liaison to develop budgets, analyze cost data and make recommendations on findings.
- Works with the Buildings and Grounds Inventory Supervisor to provide reports on inventory status and material management in electronic format and ensures CUNYfirst requisitions correspond to division budget.
- Manages and supervises data entry for the Archibus work order system; guides the division's senior staff to refine the workflow process and ensures consistent communication to stakeholders throughout the process. Serves as CSI's liaison to CUNY on all matters related to Archibus.
- Manages communications within and outside of the division including emails, simple newsletters, and division updates.
- Works independently and as part of a team to complete new projects and assignments.
- Represents the division in meetings, committees, and other campus-wide initiatives as the Director deems appropriate.

QUALIFICATIONS

Bachelor's degree and six years' related experience required.
Preferred qualifications include:

- Knowledge of and five years’ experience in budget development and monitoring
- Expertise in Excel and other Microsoft applications
- Three years’ experience managing non-Microsoft software programs to address specific needs of previous employers (i.e., work order systems, time-keeping system, procurement systems, sales monitoring systems, etc)
- Three years’ experience in a facilities and operations environment utilizing knowledge regarding construction, building repairs and maintenance, public facility inventory and supplies, interior design, mail and reprographics operations, vehicle maintenance, and the like
- Three to five years’ experience in a government funded organization.

**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**

$67,784 - $76,395

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.

**Until further notice, this is a hybrid position, eligible to work remotely and work in the office.

CLOSING DATE

August 24, 2023

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.