Job Title: CUNY Administrative Assistant, Level II – Office of Academic Support (Provisional)

Job ID: 26964

Location: College of Staten Island

Full/Part Time: Full-Time

Regular/Temporary: Regular

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**

- Reporting to the Executive Academic Officer for Student Success, in addition to the template description, the CUNY Admin. Assistant:

- 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.
- Maintains OTPS budgets for the department, and prepares and processes requisitions in CUNYfirst and EProcurement. Liaises with pertinent offices at the college, including but not limited to Purchasing, Business, Accounts Payable, etc. to complete transactions. Takes care of all travel authorizations and travel reimbursements, etc.
- Communicates with the Budget Office, Human Resources, Payroll Office, Accounts Payable, and Office of the Associate Provost to resolve issues regarding staff, budget, purchasing, payments, reimbursement, etc.
- Provides administrative support to three or more additional HEOS and monitors multiple office and staff calendars.
- Supervises, trains, coordinates, and evaluates the work of other full-time and part-time employees.
- Prepares all hiring, revision, and separation paperwork and HR packages for CAs, CETs, and NTAs and Summer and Winter Instructors, including the mass reappointment of the office personnel; advises employees about office procedures.
- Keeps oversight of the office budget, monitoring diverse funding sources, tracking appointed and expended hours, and checking timesheets of all full-time and part-time employees. With independent judgment and initiative, revises staff appointments allocating them to different funding sources to maximize the use of resources.
- Prepares complex final Expenditures Reports for CUE and other initiatives for submission to CUNY Central. Independently, submits information to CUNY central regarding the programs housed in the office.
- Follows up with staff and administrators throughout the College, University, and the community to resolve problems.
- Organizes physical and electronic files; including sensitive and confidential files.

**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:

- Excellent communication, project and time management, and problem-solving skills.
- Strong interpersonal skills necessary for interacting with visitors, faculty, and students, in person, via email, and phone.
- Ability to interpret policies and procedures and accurately communicate this information effectively.
- Well organized and detail-oriented and the ability to multitask in a high-profile area where confidentiality is of utmost importance.
- Proficiencies in Microsoft Office (Work, PowerPoint, Excel, Access and Outlook), with the willingness to learn new technology.
- Two years prior experience with oversight of office personnel, maintenance of budgets, and coordination with external offices and entities.

COMPENSATION

$58,831

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.

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

CLOSING DATE

July 9, 2023

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.