Job Title: CUNY Administrative Assistant, Level 1 – Dept. of Philosophy and Dept. of Political Science and Global Affairs (Provisional)

Job ID: 27185

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 both department Chairs, the CUNY Administrative Assistant:

- Greets diverse visitors in a professional manner; screens visitors and phone calls as directed; takes accurate and complete messages and forwards them in a timely manner; refers people to the appropriate staff or offices as necessary.
• Provides Administrative support for both departments, with a combined total of approximately 150 student majors.
• Assists faculty with arrangements for the setup of office space, furniture, phones, system accounts, and other related onboarding activities.
• Maintains personnel records for 15 full-time faculty and approximately 25 part-time faculty, and coordinates and oversees reviews of these records, in particular those related to tenure and promotion processes, in accordance with CUNY privacy and security policies.
• Oversees the destruction of records and ensures that any actions taken are in accordance with CUNY record retention policies.
• Under the guidance of academic department Chairs, participates in the preparation of faculty case files for tenure and promotion processes and ensures the confidential transmission of the same to the appropriate College committee(s).
• Processes grade changes, student graduation appeals, and other administrative functions relating to classroom instruction (such as class cancellation notices, instructor absences, emergency instructor replacements, etc.).
• Completes workload appointment spreadsheets for hourly instructors (including course and section details, number of hours of instruction, compensated professional hours, and hourly compensation rates) and serves as the primary liaison between Human Resources and the two departments to ensure the accuracy of these records for payroll purposes.
• Participates in the planning processes for the two departments.
• Assists faculty with maintaining and updating their personal profiles on the College website.

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:

- As the usual first contact in the office for our students, the successful candidate will have a demonstrated commitment to putting College of Staten Island students first, by assisting them in a patient, professional, and courteous way.
- Proficiency using CUNYfirst, including accessing and understanding query reports (e.g., schedules, waitlists for classes, lists of majors and minors); student transcripts; placing class permissions; removing advisement stops so students can register, and so forth. Proficiencies in Excel, Word, CUNYBuy and Archibus.
- Proficiency using Microsoft Forms (e.g., change of grade forms, registrar request forms).

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

September 13, 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.