Job Title: Psychology Lab and Research Administrative Specialist

Job ID: 27233

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 Department Chair, the Psychology Laboratory and Research Specialist:

- Provides support for students enrolled in the department subject pool, laboratory classes, and independent study.
- Oversees the equipment and resources for laboratory courses including access to remote resources and animals used for classroom instruction.
- Communicates with other units (Animal Facility, Campus Planning, Information Technology, Buildings and Grounds) to ensure proper maintenance and function of building, offices and classrooms.
- Assists with the onboarding of new FT faculty and with funding needs of funded faculty.
- Maintains departmental and research overhead budgets, managing the purchase, requisition, receipt and inventory of department materials and equipment.
- Assists with the coordination of faculty office hours, faculty peer observations and faculty workload reports.
- Performs additional administrative functions to support daily operations of the department.

QUALIFICATIONS

Bachelor's Degree and four years' relevant experience required.

Preferred qualifications include:

Four years experience working in a large and diverse academic unit in Higher Education. At least one year experience working with budgets and experience working with animals for teaching purposes is highly desired.

CUNY TITLE OVERVIEW
Provides administrative and program support to an administrative or academic department.

- Oversees department operations and assists management in planning department activities, creating schedules, assigning staff and preparing and delivering department communications.
- Works with appropriate offices related to personnel recruitment, expediting search activities
- Research coordinates and organizes materials for key events such as promotion and tenure reviews.
- Supervises and trains support staff and student workers.
- Manages budget and coordinates purchasing, accounting, and payroll.
- Provides instructions and basic advice to students, faculty, and others seeking information on department activities, policies, and schedules.
- Performs related duties as assigned.

Job Title Name: Administrative Specialist

CUNY TITLE

Higher Education Assistant

FLSA

Non-exempt

COMPENSATION AND BENEFITS

$64,649 - $82,928

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
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.