Job Title: Administrative Executive Associate – School of Health Sciences

Job ID: 27434

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 Dean of School of Health Sciences and serving as the primary strategic liaison with the School’s faculty, staff, students and the community, the Administrative Executive Associate support the Dean in organizing and supervising unit activities, and manages various projects and planning efforts in all areas of the School of Health Sciences. Additional duties include, but are not limited to:

- Manages Executives communication, including those requiring a high degree of sensitivity; responds to public inquiries as well as requests from within the Campus/University community.
- Develops and ensures a protocol to proactively manage and monitor projected saturation and average enrollment size for schedules +1 year in advance (when schedules are being proposed to ensure continuous efficiency based on enrollment trends).
- Maintains close working relationships with the multiple agencies external to CSI (may include discussing issues that arise regarding clinical affiliations and helping to prepare data/reports requested by staff), including CUNY Academic Affairs, NYC Department of mental Health and Hygiene, Staten Island Performing Provider System, Staten Island Borough Hall and other agencies as assigned.
- Manages the School of Health Sciences graduation events and manages department needs related to these events. Organizes SHS fundraising/brochure/newsletter distributed by Advancement with Annual Dean’s appeal.
• Manages CUNYfirst workload tracking and finalization of SHS faculty workload (full-time and part-time). Proactively suggests workload solutions to departments and faculty that address CUNY-PSC contractual requirements for utilization of banked hours, NFH, and workload averaging. Informs the Dean about anticipated workload or other personnel issues.
• Manages the recruitment of all faculty-level positions within the school; prepares and posts ad materials; serves as the point-person addressing all matters relevant to the applicants, departments and Human Resources; ensures that each search is conducted within the standards set forth by the Office of Diversity, Equity and Inclusion.
• Manages the budgets within the division, including the salary and schedule review of all adjunct and part-time hires. Maintains and monitors the divisional Tax Levy accounting system and other account systems in the division including monitoring OTPS, Temp Services, Adjunct Budgets, Differential Tuition, Academic Excellence, Foundation and Auxiliary for the division and departments and programs within the division.
• Performing other duties as required or assigned which are reasonably within the scope of the duties enumerated above.

QUALIFICATIONS

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

Preferred qualifications include:

• Three years budget management experience
• Intermediate to advanced level technical skills in Microsoft Office Suite and other software.
• Three years’ experience in coordinating new initiatives, special projects and the ability to provide recommendations for areas of improvement.
• Experience writing reports at all levels in the school and to college administrative units as needed.

CUNY TITLE OVERVIEW

Supports a Campus or University Executive 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.

Job Title Name: Administrative Executive Associate

**CUNY TITLE**

Higher Education Associate

**FLSA**

Exempt

**COMPENSATION AND BENEFITS**

$82,928 - $107,789

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/](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**

November 9, 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.