

Job Title: CUNY Administrative Assistant, Level 1 – Nursing Department (Provisional)
Job ID: 27658
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

****Revised****

**** OPEN TO CURRENT ELIGIBLE CUNY ADMINISTRATIVE ASSISTANTS AND CUNY OFFICE ASSISTANTS (LEVELS 3 & 4) ONLY ****

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. Reporting to the Department Chair, the CUNY Administrative Assistant:

- Assists the Chair with all aspects of the department's management adhering to strict deadlines. Maintains the Chairperson's calendar, schedule meetings and facilitate routine and special events.
- Provides receptionist services; sets up appointments; keeps calendars; refer students, faculty, other CUNY employees, and general public to proper areas or persons.
- Types and prints materials such as letters, memoranda, forms, purchase orders and vouchers; prepare routine reports, including drafts, using information received from various sources. Processes and manages requisitions reimbursements, purchase orders, receipts, contracts, and related data through CUNYBuy.
- Assists with onboarding of new adjuncts, accreditation and other program annual report documentation
- Communicates with other academic or administrative departments or outside agencies to expedite the processing of work
- Under the supervision of the Department Chair and HEO Executive Associate to the Dean of SHS, assists in monitoring the budget operations and processes for the department including preparation and monitoring reports.
- Performs other duties as assigned by Department Chair and Deputy Chair

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:

- Previous work in an academic environment, particularly an academic clinical environment (Nursing preferred).

COMPENSATION

\$49,155 - \$52,582

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

****Reopened; previous applicants need not reapply.****

March 31, 2024

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.