

Job Title: Administrative Executive Assistant - Dean, School of Education

Job ID: 31256

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 the School of Education, the Administrative Executive Assistant:

- Assists with the School of Education budget, maintaining and monitoring the Tax Levy system, including OTPS, Temp Services, Travel Allocation, Material Fee Allocation, CERT Awards, Special Programs Grants, Auxiliary Services, CSI Foundation, and Research Foundation. Tracks and approves requisitions in CUNY Buy.
- Works closely with the budget liaison in the Office of the Provost and Budget Office, ensuring regular and ongoing communication.
- Facilitates education students' preparation for the New York State Internship Certificate for childhood and adolescence sequence 2 programs and all special education programs. Provides students with Internship Certificate applications and guidance.
- Stays up to date on New York State Department of Education certification requirements. Advises prospective education students on certification processes and provides necessary documentation, including letters to the New York State Education Department requesting certification extensions based on program completion dates.
- Inputs college recommendations for all education students approved for Initial, Professional and Internship Certificates, ensuring accurate submission to the New York State Department of Education.

- Manages the School of Education graduation events and addresses departmental needs related to these events. Assists with SOE recruitment efforts and events as needed.
- Drafts memos, prepares announcements, and maintains organized documentation to support departmental operations.
- Maintains close working relationships with external agencies, including resolving issues related to clinical affiliations.
- Performs other duties as required to ensure the smooth and efficient operations of the School of Education.

QUALIFICATIONS

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

Preferred qualifications include:

- Five years of higher education experience preferred, along with experience engaging with senior administrators, faculty, staff, and students.
- Two years of experience assisting in budget administration, including expense tracking, reconciliations, and report preparation.
- Four years of related experience preferred, particularly in working with educational institutions, public school systems, or partnerships involving teachers and administrators.
- Proven ability to manage multiple priorities and resolve challenges efficiently
- Demonstrated ability to analyze problems, identify solutions, and maintain seamless operational flow.
- Proficiency in Microsoft Office Suite and PeopleSoft, with the ability to manage data, reports, and administrative processes efficiently.

CUNY TITLE OVERVIEW

Provides support to a Campus or University Executive, organizing and supervising unit activities.

- Creates appointment and meeting schedules, arranges meetings, and prepares for a variety of special events. Maintains an ongoing calendar of reports, deadlines, and key dates and incorporates these into a schedule.

- Coordinates Executive communications, including those requiring a high degree of sensitivity. May respond to public inquiries as well as requests from within the Campus/University community.

- Organizes, creates, and distributes key, complex management reports with a high degree of accuracy.

- Organizes, manages, and tracks written and email correspondence, maintaining logs and records of follow-up activities.

- Procures required internal and external resources and services and manages their utilization.

- May supervise office staff, performing basic Human Resources functions such as recruiting

and interviewing.

- May perform related duties as assigned; may participate in special projects and efforts to improve unit effectiveness.

Job Title Name: Administrative Executive Assistant

CUNY TITLE

Higher Education Assistant

FLSA

Non-exempt

COMPENSATION AND BENEFITS

\$57,252 - \$68,364

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.

*Salaries will be adjusted by 3.5% effective 9/1/26, in accordance with the terms of the PSC-CUNY collective bargaining agreement.

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

November 22, 2025

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.