

Job Title: Administrative Executive Assistant – Provost Office

Job ID: 28218

Location: College of Staten Island

Full/Part Time: Full-Time

Regular/Temporary: Regular

POSITION DETAILS

The College of Staten Island (CSI), a comprehensive senior college of The City University of New York, seeks an experienced, creative, and collaborative leader to assume the position of Administrative Assistant to the Provost and Senior Vice President for Academic Affairs.

About the College of Staten Island:

The College of Staten Island is one of the 11 senior colleges of the 24 colleges and institutions that comprise The City University of New York (CUNY). The three schools and two academic divisions of the College serve more than 13,000 students and offer 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, certificates, and professional doctorate degrees, and PhD degrees through The CUNY Graduate Center. CSI's internationally recognized faculty passionately engages in scholarly and artistic activities, and together with a strong professional staff, provide transformational learning experiences both inside and outside the classroom for the diverse student body. The 204-acre park-like Willowbrook campus incorporates a residential component, and in 2017 the College expanded its institutional footprint and accessibility with the opening of the St. George location in the heart of Staten Island's economic renaissance on the north shore of the island. The College is a hub of intellectual and artistic activity, and is committed to its role as an anchor institution and community partner including for 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 Senior Vice President of Academic Affairs, the Executive Administrative Assistant will perform the following duties:

- Functions as the primary filter for a high volume of confidential information and provides administrative support to the Provost. Organizes, manages, and tracks written and email correspondence, maintaining logs and records of follow-up activities. Creates appointments and meeting schedules, arranges meetings, maintains an ongoing calendar of reports, deadlines, and key dates and incorporates these into a schedule.
- Coordinates events associated to Academic Affairs, prepares for a variety of special events and accompanies the Provost when attending college events. Arranges detailed travel plans for the Vice President, including travel logistics, conference registration, and compiling itineraries.
- Provides instruction and basic advice to students, faculty, and others seeking information on department activities, policies and schedules.
- In the absence of the Provost, directs problems and/or questions to the appropriate person if unable to assist directly.
- Coordinates executive communications, including those requiring a high degree of sensitivity. May respond to public inquires as well as requests from within the Campus/University community.
- Promotes positive and effective cross-functional relationships with co-workers, Cabinet members, and department and program leaders.

- Works with appropriate offices related to personnel recruitment, expediting search activities. May provide direct staff support to Senior Academic Affairs searches.

QUALIFICATIONS

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

Preferred Qualifications include:

- At least three years of experience working in Higher Education
- Experience working in an Administrative Office on the Executive level
- Exceptional writing and editing skills to prepare and proof-read documents, including correspondence, policies, minutes for Board of Directors and other committee meetings.
- Proactive approach to organizing, prioritizing and managing multiple tasks.
- The ability to work some evenings and weekends in support of various special events (i.e. Gala, Donor Receptions, etc.).
- Proficiencies in MS Word, Excel, and PowerPoint and social media platforms.

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

\$52,267 - \$64,649

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

June 5, 2024

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.