

Job Title: CUNY Administrative Assistant, Level 1 – Dean of Humanities & Social Sciences
(Provisional)

Job ID: 29306

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

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

The CUNY Administrative Assistant, for the Dean - Division of Humanities and Social Sciences, is responsible for the organization and day-to-day operations of the office. Specific responsibilities include:

- Oversight of the Dean's calendar, scheduling meetings with various constituencies.

- Preparation of materials for the Dean's meetings: Personnel & Budget (P&B), Curriculum Committee, Faculty Senate, Divisional Chairs, etc.
- Maintenance/archiving of essential materials related to the Dean's Office.
- Assisting with and participating in the planning process for special events and projects.
- Liaison with the division's nine academic departments and ten interdisciplinary programs, providing prompt assistance, addressing questions and issues as they arise.
- Collection and compilation of data from the division (enrollment verifications, multiple position requests), in a timely and accurate manner, as requested by the administration.
- Assisting with the review and official data entry of faculty workload reporting.
- Preparation and processing of procurements, travel requests, and reimbursements from various budgets, including tax levy, CSI Foundation, and the Research Foundation.
- Representing the office in a professional and respectful manner at events; serving as the face of the Dean's Office when greeting/addressing diverse visitors, responding to phone and email inquiries.
- Other duties as assigned.

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:

- Computer proficiency in MS Office including Word, Excel, Outlook, and Teams.
- Working knowledge and experience with CUNYfirst and CUNY Buy.
- Strong interpersonal and excellent communication skills for interacting with visitors, faculty, staff and students, in-person and via phone and email.
- Highly organized, efficient, and detail-oriented with the ability to multitask, in an environment commanding a high level of confidentiality.

COMPENSATION

\$49,155

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

****Reposted; Previous applicants need not reapply.****

January 9, 2025

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.