

## COMPLETE JOB DESCRIPTIONS FOR PROJECT EMPLOYEES

Listed below are all Research Foundation job titles organized by Title Group.

The title groups are Grants Office, Human Resources, Research, Instructional and Social Service [ISS], Administrative Services, Clerical/Office Services, and Service Workers).

Please note that all Grants Office titles are limited to employees located in the Grants Office of the campus and Human Resources titles to employees located in the Human Resources department of the campus.

To assist you in identifying the most appropriate job title for the position you wish to post without first having the read the entire job description, following each job title is a brief summary of the essential duties performed by persons in that title. Also included in the summary is a list of the various functional titles that are associated with that job description.

Once you do select an appropriate job title and view the entire the job description, you will note that the following attributes for the position are pre-designated, i.e., the RF title for the position; the RF Code for the title; the applicable Salary Grade(s) for the title; the Fair Labor Standards Act (FLSA) status of Exempt or Non-Exempt\*\*; and whether the position is eligible for collective bargaining (in the covered campuses).

\*\* As of December 31, 2018, the New York Department of Labor has increased the required minimum salary for an Exempt position to \$58,500 a year. If the salary for an exempt position does not meet the new minimum, the employee will retain the job title but be classified as non-exempt and eligible for overtime.

### Grants Office

- Grants Officer or Director of Sponsored Programs: Located in the Grants/Sponsored Programs office of the campus, researches and disseminates information on government and private sector grants availability and guidelines for application.
- Grants Associate or Associate Grants Director or Associate Director of Sponsored Programs: Located in the Grants/Sponsored Programs office of the campus, assists in the research and dissemination of information on government and private sector grants availability and guidelines for application. Assists in overseeing general grants management.
- Grants Assistant or Sponsored Program Assistant or Assistant Director Sponsored Programs: Working in the Grants Office, gathers data and materials and assists with the dissemination of information on government and corporate grants availability and guidelines for application.
- MIS/IT Assistant for Grants Office: Working in the Grants Office and exercising some independent judgment, engages in planning, implementing and operating hardware and software functions of varied complexity, utilizing computer specialties
- Senior Administrative Assistant for Grants Office or Administrative Assistant for Grants Office: Working in the Grants Office and with some latitude, when delegated, for independent judgment, serves as the lead or supporting administrative assistant.
- Office Assistant for Grant Office or Senior Office Assistant for Grant Office: Working in the Grants Office, provides clerical and administrative support to a program, office or project.

## RFCUNY JOB DESCRIPTIONS

### **Human Resources**

- Human Resources Supervisor: In this confidential position, implements plans to achieve the goals and objectives of the Human Resources unit.
- Human Resources Assistant: In this confidential position, assists in implementation plans to achieve the goals and objectives of the Human Resources unit.
- Human Resources Aide: In this confidential position and receiving daily supervision, obtains data, enters data or copy into computers, and proofs data or copy for accuracy and consistency, using guidelines.

## RFCUNY JOB DESCRIPTIONS

### Research

- Project Director or Principal Investigator: Exercising the greatest latitude for independent judgment, directs and oversees all aspects of a research project, investigation or analytic activity.
- Senior Research Director: Exercising substantial independent judgment, serves as day to day manager of research project, investigation or analytic activity.
- Senior Research Associate or Research Associate or Senior Postdoctoral Fellow or Postdoctoral Fellow: With varying degrees of supervision, performs research investigation or analytic activity.
- Project Manager: Exercising substantial independent judgment, coordinates one or more research areas for a large project.
- Supervising Technician: Exercising substantial independent professional judgment, oversees technical and laboratory matters for one area of a project.
- Research Assistant or Postdoctoral Fellow: A degreed employee performing research, investigation or analytic activities under the routine supervision of a Senior Research person.
- Senior Technician or Technician: Exercising varying degrees independent judgment, provides services of a technical nature to research staff.
- Research Intern: Performs routine tasks of low complexity as part of a research team.
- Research Aide: Performs routine tasks of a moderate complexity as part of a research team.

## RFCUNY JOB DESCRIPTIONS

### **Instruction and Social Service (ISS)**

- Dean: Directs and oversees all aspects of an Instruction and/or Social Service program.
- Program Chair or Program Director: Directs and oversees the delivery of instructional or professional services of a specific program or department.
- Assistant Dean or Assistant Executive Director or Project Administrator or Senior Director: Oversees major components of an Instructional or Social Service program.
- Grant Sponsored Teacher: Provides instruction, coaching, and other professional development activities in a particular field of learning to students, typically adult learners.
- Grant Sponsored Instructor: Provides instruction in a particular field of learning to students, typically in specialized, basic, or general interest subjects.
- Counselor/Coach/Case Worker: Provides social service or support service of a specialized or technical nature to clients, students, a relevant target community, parent groups, instructional staff, and administrative staff.
- Grant Sponsored Instructional Aide: Provides paraprofessional support services to an instructional program, workshop, educational demonstration, artistic performance, or other instructional activity.
- Program/Learning/Technical Aide: Provides paraprofessional support services to a social service program, demonstration project, training curriculum, or other service-oriented activity.
- Senior Supervisor Program/Learning Specialist or Senior Supervisor Counselor or Senior Supervisor Administrative/Technical Specialist or Senior Coordinator: Applies considerable independent judgment in supervising the provision of services of a specialized or technical nature to students, a relevant target community, parent groups, instructional staff, and administrative staff.
- Program Technical Specialist: Applies some independent judgment in providing support service of a specialized or technical nature to clients, students, a relevant target community, parent groups, instructional staff, and administrative staff. (Additional titles –Liaison, Actor, Evaluator)
- Training Specialist: Applies some independent judgment in providing learning services to clients, students, a relevant target community, parent groups, instructional staff, and administrative staff. (Additional titles – Tutor, Coach)
- Workshop Leader: Typically using standardized curricula or highly specific learning objectives to deliver basic academic or administrative workshops.

## RFCUNY JOB DESCRIPTIONS

### **Administrative Services**

- Contracts Administrative Director: Researches and disseminates information on government and private sector grants availability and guidelines for application within a department of unit.
- Contract Administration Associate or Budget Analyst or Procurement Supervisor or Publications Supervisor: Implements plans to achieve the goals and objectives of the unit (Budget, Finance, Procurement, Publications, Grants management etc.). (Additional titles – Attorney, Architect, Accountant)
- Assistant Director: Exercising independent judgment, implements plans to achieve the goals and objectives of the unit or program.
- Contract Administration Assistant or Budget Assistant or Procurement Assistant or Publications Assistant: Assists in implementation plans to achieve the goals and objectives of the unit (Budget, Finance, Procurement, Publications. (Additional titles – Finance Assistant, Accounts Payable, Job Developer, Evaluator, Recruiter)
- Contract Administration Aide or Budget Aide or Procurement Aide or Publications Aide: Receiving daily supervision, obtains data, enters data or copy into computers, and proofs data or copy for accuracy and consistency, using guidelines.
- MIS/IT Aide: Exercising limited independent judgment, performs elemental and entry level functions in one or more areas of computer and/or communications work.
- Senior Director, MIS/IT: Exercising substantial independent judgment, plans implements, and directs the goals and objectives of the MIS/IT unit.
- MIS/IT Associate: Exercising considerable independent judgment, assists in the planning and implementation of the goals and objectives of the MIS/IT unit.
- MIS/IT Assistant: Exercising some independent judgment, engages in planning, implementing and operating hardware and software functions of varied complexity, utilizing computer specialties.
- Senior Budget and Finance Director or Senior Procurement Director or Senior Publications Director Exercising considerable independent judgment, plans, implements, and directs the goals and objectives of one or more various business units (Budget, Finance, Human Resources, Procurement, Publications, etc.).

## RFCUNY JOB DESCRIPTIONS

### **Clerical/Office Services**

- Senior Administrative Assistant or Administrative Assistant: With some latitude, when delegated, for independent judgment, serves as the lead or supporting administrative assistant.
- Principal Administrative Associate or Office Manager: With latitude for independent judgment, serves as executive secretary, executive assistant, or office manager. Supervises part and full time subordinate clerical and support staff.
- Office Assistant or Senior Office Assistant: Provides clerical and administrative support to a program, office or project.

### **Service Workers**

- Custodian: Cleans and maintains facility.

# RFCUNY JOB DESCRIPTIONS

**RF Title:** Grants Officer  
Director of Sponsored Programs

**RF CODE:** 9000  
9001

**Title Group:** Grants Office

**EEO Designation:** 1.1

**FLSA Group:** Exempt\*  
**Eligible for Collective Bargaining:** No

**Salary Grade:** 8-10, depending on scope and complexity of program and/or the qualifications of the incumbent.

\*Minimum Wage for Exempt employees is \$50,700

## General Description of Duties and Responsibilities

Located in the Grants/Sponsored Programs Office of the campus and reporting to the President of the College or, if delegated, to an RF Dean or RF Executive Director, or other higher level officer, and exercising considerable independent judgment, researches and disseminates information on government and private sector grants availability and guidelines for application. Establishes and maintains appropriate Federal, state and local governmental agency contacts and corporate contacts for sponsored programs. Develops policies governing funded research and institutional programs. Oversees general grants management activities of the college. May be responsible for, or coordinate with others in being responsible for, monitoring and insuring compliance with research regulations.

Plans, implements, and directs diverse short and long term strategies to support the submission of grant applications. Actively recruits college staff for participation in the grants process, consistent with the college mission. Trains grant applicants in proposal writing. Facilitates inter-disciplinary responses to specialized requests for proposals. Drafts proposals. Acts as liaison between the RF program and the sponsoring agency or corporation in completing the application process. Coordinates with other college and University offices concerned with similar matters and on project proposals involving more than one institution.

## Other Duties

- Acts as a clearinghouse for proposal submissions;
- Negotiates terms, budgets, and budget revisions with funding agencies;
- Establishes budget review processes and documents project progress review processes;
- Reports regularly to college officials including the College President.
- Acts as resource and, at times, liaison between the program and the sponsoring agency or corporation throughout implementation and progress of the program;
- Works closely with legal advisors, including the RF Central Office, on such issues and opportunities as technology transfer and intellectual property.
- Tracks other government and institution regulated matters such as human subject research protocols, laboratory animal protocols, and bio-safety issues.
- Serves on committees and convenes groups as needed.
- Develops and implements procedures and formats for report generation.
- Supervises the collection and analysis of statistical and other quantitative data: oversees the use of standard data collection and statistical techniques to produce comprehensive reports;
- Provides professional and technical support to project staff in the collection and analysis of other research data and information important to the contract;
- Coordinates with the RF in assuring all mandated procedures and policies are followed;
- Coordinates with the Field Services Officer of the RF to resolve various business and HR issues and to assist with staff training;
- Recruits, hires, and directs the training of new office staff; oversees the supervision of staff; determines work plans, sets goals and objectives, and determines performance standards; evaluates employee performance against written standards; rewards and corrects performance as needed.
- Participates in relevant professional activities and personal development in the business field;
- Performs other duties as assigned.

## Core Competencies

- Expert knowledge of the field of grants proposal writing and sponsored program or research administration
- Expert knowledge of various government agency and corporate sponsored program requirements and practices;
- Expert knowledge of the research regulatory environment and the requirements for compliance;
- Ability to be an entrepreneur in developing new sources of sponsorship and grant funding;
- Knowledge of key office technology and expert knowledge of software for tracking sponsored programs;
- Ability to work independently and to lead a team;
- Ability to relate college mission to funding goals and opportunities;
- Ability to set priorities and adjust strategies to changing needs;
- Ability to work effectively with staff, associates, and internal and external constituents;
- Ability to communicate effectively with diverse constituencies; ability to explain complex concepts to professional college staff, college officials, RF administrators, and, when appropriate, the public; ability to listen and respond to the concerns/ideas of others;

- Ability to resolve sponsor concerns, making timely and effective decisions;
- Knowledgeable about policy review, data collection, statistical evaluation of data, and strategies for conveying results to users;
- Knowledgeable about legal requirements and institutional policy regarding human subject research, laboratory animal protocols, and bio-safety procedures;
- Ability to manage full time and part time staff;
- Ability to recruit, hire, train, direct, monitor, evaluate, and reward, competent staff; ability to discipline staff when necessary.
- Skilled in negotiating contracts and budget modifications.

**Qualifications**

- Bachelor's degree in a related field from an accredited institution, and no fewer than six years (6) of related experience of which three years (3) will be responsible professional work involving sponsored programs, OR
- A Master's Degree in a related field from an accredited institution, and no fewer than five years (5) of related experience, of which three years (3) will be responsible professional work involving sponsored programs, OR
- Equivalent experience, as evidenced in professional accomplishments and demonstrable success in securing or conducting sponsored programs, AND
- Possession of the core competencies determined to be required at the time of hire, AND
- Willingness to comply with all RF policies and procedures regarding staffing, budgeting, safety, reporting, and grants administration as evidenced by signing an attestation at the time of employment.

**Note:** The President may require an advanced degree as a minimum requirement; specific experience, skills, languages, certifications, credentials and/or knowledge may also be required.

**Note:** This description includes the primary, but not all, responsibilities of this title; a single position may emphasize selected duties and competencies as listed in a Position Vacancy Notice at the time of recruitment; subsequently, additional duties and competencies consistent with the position may be required. At management's discretion, positions in this title may necessitate non-traditional and changeable work schedules, off-site service delivery, periodic travel, and the acquisition and application of new technology skills.



## RFCUNY JOB DESCRIPTIONS

**RF Title:** Grants Associate  
Associate Grants Director  
Associate Director of Sponsored Programs

**RF CODE:** 9100  
9101  
9102

**Title Group:** Grants Office

**FLSA Group:** Exempt\*  
**Eligible for Collective Bargaining:** No

**EEO Designation:** 1.2

**Salary Grade:** 7-8, depending on scope and complexity of program and/or the qualifications of the incumbent.

\*Minimum Wage for Exempt employees is \$50,700

### General Description of Duties and Responsibilities

Located in the Grants/Sponsored Programs Office of the campus and reporting to the Grants Officer (GO), Director of Sponsored Programs (DSP), or other higher level officer, and exercising independent judgment, assists in the research and dissemination of information on government and private sector grants availability and guidelines for application. Supports the Director in maintaining appropriate Federal, state and local agency, as well as corporate sponsor contacts. Disseminates and trains research faculty and staff in policies governing funded research and institutional programs. Supports the GO or DSP in monitoring and insuring compliance with research regulations.

Plans and implements program activities to support the submission of grant applications. Actively recruits college faculty and staff for participation in the grants process, consistent with the college mission. Trains grant applicants in proposal writing. Facilitates interdisciplinary responses to specialized requests for proposals. May draft proposals. Assists the GO or DSP with liaison between the RF program and the sponsoring agency or corporation in completing the application process. Coordinates with other college and University offices concerned with similar matters and on project proposals involving more than one institution. Coordinates with the Field Services Officer of the RF to resolve various business and HR issues and to assist with staff training.

### Other Duties

- Reviews and evaluates for the Director all proposal submissions; ;
- Drafts negotiating points for the Director in finalizing the contract terms, budgets, and budget revisions with funding agencies;
- Monitors budget review processes and collects data in support of project progress reviews. Acts as a resource and to the program throughout implementation;
- Works closely with legal advisors, including the RF Central Office, on such issues and opportunities as technology transfer and intellectual property;
- Tracks other government and institution regulated matters such as human subject research protocols, laboratory animal protocols, and bio-safety issues;
- Serves on committees and convenes groups as needed;
- Collects and analyzes statistical and other quantitative data; drafts comprehensive reports; assists professional and technical project staff in the collection and analysis of other research data and information important to the contract;
- Participates in relevant professional activities and personal development in the field.
- Performs other duties as assigned by the Director; performs duties of lower level positions as needed.

### Core Competencies

- Knowledge of the field of grants proposal writing, sponsored program and research administration;
- Working knowledge of various government agency and corporate sponsored program requirements and practices;
- Working knowledge of the research regulatory environment and requirements for compliance;
- Ability to learn entrepreneurial skills in developing new sources of sponsorship;
- Ability to analyze proposals and contracts and identify areas needing resolution;
- Knowledge of key office technology and software for tracking sponsored programs;
- Ability to work independently and to be part of a team;
- Ability to relate college mission to funding goals and opportunities;
- Ability to set priorities and adjust strategies to changing needs;
- Ability to work effectively with staff, associates, and internal and external constituents;
- Ability to communicate effectively with diverse constituencies; ability to explain complex concepts to professional college staff, college officials, RF administrators s, and, when appropriate, the public; ability to listen and respond to the concerns/ideas of others;
- Ability to arrange special convocations, seminars, presentations, etc.
- Knowledgeable about policy review, data collection, statistical evaluation of data, and strategies for conveying results to users;
- Knowledgeable about legal requirements and institutional policy regarding human subject research, laboratory animal protocols, and bio-safety procedures.

## Qualifications

- Bachelor's degree in a related field from an accredited institution, and no fewer than three years (3) of related experience; OR
- A Master's Degree in a related field from an accredited institution, and no fewer than two years (2) of related experience; OR
- Equivalent experience, as evidenced in professional accomplishments and experience assisting in securing or conducting sponsored programs; AND
- Possession of the core competencies determined to be required at the time of hire.

**Note:** The President may require a particular degree as a minimum requirement; specific experience, skills, languages, certifications, credentials and/or knowledge may also be required.

**Note:** This description includes the primary, but not all, responsibilities of this title; a single position may emphasize selected duties and competencies as listed in a Position Vacancy Notice at the time of recruitment; subsequently, additional duties and competencies consistent with the position may be required. At management's discretion, positions in this title may necessitate non-traditional and changeable work schedules, off-site service delivery, periodic travel, and the acquisition and application of new technology skills.

## RFCUNY JOB DESCRIPTIONS

**RF Title:** Grants Assistant  
Sponsored Programs Assistant  
Assistant Director of Sponsored Programs

**RF CODE:** 9200  
9201  
9202

**Title Group:** Grants Office

**FLSA Group:** Exempt\*  
**Eligible for Collective Bargaining:** No

**EEO Designation:** 2

**Salary Grade:** 5-6 (GA/SPA); 6-8 (Asst. D), depending on scope and complexity of program and/or the qualifications of the incumbent.

\*Minimum Wage for Exempt employees is \$ 50,700

### General Description of Duties and Responsibilities

Working in the Grants Office of the campus and reporting to the Grants Officer or Director of Sponsored Programs, and exercising limited independent judgment, gathers data and materials and assists with the dissemination of information on government and corporate grants availability and guidelines for application. Makes records of contacts and maintains current information on Federal, state, and local government agency as well as private sector sponsor contacts. Tracks information requests and drafts acknowledgements. Maintains resource library. Assists with training for staff. Assists with organizing and following up on convocations and special events, etc. Drafts and formats informational brochures regarding grants, event invitations, news letters, etc. Sets up and attends meetings between the Grants Director (or Director of Sponsored Programs) and other college, University and RF offices. Follows up on action items as directed.

### Other Duties

- Coordinates printing and distribution of document, including web-based dissemination;
- Collects information in support of drafting proposals;
- With experience, drafts basic proposals;
- Collects and tracks all proposal submissions; follows up with programs on missing data or other materials needed for finalizing the contract terms, budgets, and budget revisions;
- Collects data in support of project progress reviews;
- Assists drafting reports;
- Coordinates with the RF to assign fund account numbers and processes wire transfers; tracks fund account activity;
- Coordinates with the Field Services Officer of the RF to resolve basic business, purchasing, and HR issues; assists in reviewing various forms for completeness; verifies employment credentials and eligibility information (e.g. 1-9 verifications) as directed, using standardized procedures;
- Participates in relevant professional activities and personal development in the field;
- Performs other duties as assigned by the Director; performs duties of lower level positions as needed.

### Other Duties (Asst. D)

- Prepares reports, gathers and analyzes information; prepares important correspondence; and conducts preliminary investigations under general or specific guidelines;
- Serves in the capacity of the Director for a specific period of time and for specific or limited functions;
- Reports to the Director or President on all issues and concerns arising during the period of "acting";
- Keeps records on research personnel; verifies credentials and employment eligibility;
- Serves on committees and convenes groups as needed;
- Participates in relevant professional activities and personal development in the field

### Core Competencies

- Some knowledge of the field of grants proposal writing, sponsored program and research administration;
- Ability to learn skills in working with important sources of grant sponsorship;
- Knowledge of key office technology; ability to master software for tracking sponsored programs ;
- Ability to work independently and to support a team;
- Ability to resolve problems in a calm and effective manner; ability to provide quality service;
- Ability to adjust schedule to changing needs;
- Ability to work effectively with staff, associates, and internal and external constituents;
- Ability to communicate effectively with diverse constituencies; ability to explain basic concepts to professional college staff, college officials, RF administrators, and, when appropriate, the public; ability to listen and respond to the concerns/ideas of others;
- Ability to write clearly and effectively and proofread for publications;
- Ability to handle details in arranging special convocations, events, ceremonies, etc.
- Knowledgeable about data collection and strategies for conveying data to decision makers.

**Qualifications (for GA/SPA)**

- Associate Degree from an accredited institution, and no fewer than three years (3) of related paraprofessional or professional office or, sponsored program, OR
- A Bachelor's Degree from an accredited institution, and at least one year (1) of related professional office or sponsored program; OR
- Equivalent experience; AND
- Possession of the required competencies.

**Qualifications (for Asst.D)**

- A Bachelor's Degree from an accredited institution, and at least two years (2) of related professional office or sponsored program; OR
- Equivalent experience; AND
- Possession of the core competencies determined to be required at the time of hire.

**Note:** The President may require a particular degree as a minimum requirement; specific experience, skills, languages, certifications, credentials and/or knowledge may also be required.

**Note:** this description includes the primary, but not all, responsibilities of this title; a single position may emphasize selected duties and competencies as listed in a Position Vacancy Notice at the time of recruitment; subsequently, additional duties and competencies consistent with the position may be required. At management's discretion, positions in this title may necessitate non-traditional and changeable work schedules, off-site service delivery, periodic travel, and the acquisition and application of new technology skills.

# RFCUNY JOB DESCRIPTIONS

**RF Title:** MIS/IT Assistant for Grant Office

**RF CODE:** 9600

**Title Group:** Grants Office

**FLSA Group:** Exempt\*

**EEO Designation:** 2

**Eligible for Collective Bargaining:** No

**Salary Grade:** 5-6, depending on scope and complexity of program and/or the qualifications of the incumbent

\*Minimum Wage for Exempt employees is \$ 50,700

## General Description of Duties and Responsibilities

Located in the Grants Office of the campus and exercising some independent judgment, engages in planning, implementing and operating I hardware and software functions of varied complexity, utilizing one or more computer specialties. Assists in reviewing active or potential problems and develops appropriate solutions; assists in conducting surveys and feasibility studies, setting specifications, reviewing proposals, and evaluating bidders on contracts. Serves as a technical resource to other MIS staff and end-users in varied areas (e.g. data-base use, Web content development and design, staff and user training, hardware and software needs, communication systems, etc.). Participates in the development of contingency plans and quality assurance strategies.

## Other Duties

- Maintains operating systems, networks, communication devices, software, and hardware; troubleshoots, repairs and replaces computer and/or communications system components; performs preventive maintenance;
- Upgrades hardware, software, and peripheral devices; requisitions spare parts and maintains inventory records;
- Implements security strategies for software, hardware, data bases, etc.;
- Assists with design, implementation, and testing of systems;
- Assists with site visits and facility analysis;
- Develops, writes, tests, debugs, and modifies computer programs of varied complexity;
- Assists in migration from legacy systems to new systems;
- Documents all activities consistent with office standards; maintains logs; oversees archives and libraries;
- Conducts cost-benefit studies; makes recommendations with supporting documentation; drafts budget requests;
- Assists with data-base management, including loading, updating, recovering, refreshing, testing, using, and interpreting data;
- Manages software licensing requirements;
- Writes user manuals, provides record layouts, and conducts training for users as needed; makes presentations;
- Serves on task forces;
- May conduct or oversee a 'hotline' service;
- Assists in audits of systems and formulates recommendations;
- Performs the duties of lower level positions when necessary; performs other duties as assigned.

## Core Competencies

- Ability to organize and perform diverse computing and technology activities and undertake moderately complex, multiple projects, observing schedules, budgets, and RF policies;
- Ability to diagnose problems and maintain systems, networks, communication devices, software, and hardware;
- Ability to keep accurate records and maintain libraries of materials;
- Ability to organize data for reporting purposes;
- Knowledge of specialized communication technology, hardware and software;
- Knowledge of network and PC environments;
- Ability to implement strategic policies, security measures, and installation schedules as directed;
- Ability to respond to emergencies with calm and clarity; ability to manage multiple tasks;
- Ability to work with diverse groups and provide excellent customer service;
- Knowledge of routine costing and comparative analysis techniques for evaluating and budgeting hardware and software acquisition or upgrades;
- Ability to communicate with users, individually and in group, orally and in writing; ability to explain complex concepts clearly to novice users; ability to listen and respond to the concerns/ideas of others;
- Ability to seek additional training and to undertake increasingly responsible roles.
- Ability to work independently and as part of both technical and administrative teams;
- Ability to apply creative and technical knowledge to Web development.

**Qualifications**

- An Associate's Degree in a related field from an accredited institution and no fewer than four (4) years of related computing experience, OR
- A Bachelor's Degree in Computer Science or related field from an accredited institution, and at least two years (2) of related computing experience, OR
- A Master's Degree in Computer Science or related field from an accredited institution, and at least one year (1) of related computing, OR
- Equivalent experience, as evidenced in professional accomplishments; however, all candidates must have a high school diploma, AND
- Possession of the core competencies determined to be required at the time of hire.

**Note:** Completion of a Certificate Program from a major vendor such as Oracle or Microsoft can substitute for up to two year of required experience, depending on the level of completion.

**Note:** The Grants Officer may require a post-secondary or an advanced degree as a minimum requirement; specific experience, skills, programming languages, certifications, credentials, and/or knowledge may also be required.

**Note:** This description includes the primary, but not all, responsibilities of this title; a single position may emphasize selected duties and competencies as listed in a Position Vacancy Notice at the time of recruitment; subsequently, additional duties and competencies consistent with the position may be required. At management's discretion, positions in this title may necessitate non-traditional and changeable work schedules, off-site service delivery, periodic travel, and the acquisition and application of new technology skills.

## RFCUNY JOB DESCRIPTIONS

**RF Title:** Senior Administrative Assistant for Grants Office **RF Code:** 9300  
Administrative Assistant for Grants Office 9301

**Title Group:** Grants Office

**FLSA Group:** Nonexempt

**EEO Designation:** 5

**Eligible for Collective Bargaining:** No

**Salary Grade:** Sr. Adm. Asst GR 5-6; Admin. Asst 4-5; depending on the experience of the incumbent and the requirements of the position.

### General Description of Duties and Responsibilities

Located in the Grants Office of the campus and with latitude, when delegated, for independent judgment, initiative and decision making, serves as the lead or supporting administrative assistant to the manager of an administrative unit, or, in a small program, to the RFPI/RFPD/RFPD, or to other key program staff in a responsible capacity. In a large unit or program may report to a Principal Administrative Associate or Office Manager. Is responsible for day-to-day oversight of administrative matters for an office; maintains the daily schedule; engages in liaison with various college offices, sponsor contacts, RF Departments, etc. as directed. Coordinates the work of part-and-full-time lower level clerical and support staff. May coordinate a broad range of day-to-day projects and administrative services.

### Other Duties

- Coordinates day-to-day administrative activities based on the Director's or Administrator's guidance and goals.
- Resolves administrative matters referred to the project, program, or administrative unit, as guided by the supervisor.
- Maintains accurate up-to-date calendars; briefs and prepares the RF Director or RF Administrator for the daily activities; alerts to upcoming important meetings and commitments; tracks correspondence, including email;
- Schedules meetings; screens guests, phone calls, and correspondence; determines nature of visit or inquiry; follows unit head's priorities for access;
- Coordinates all travel schedules and arrangements.
- Prepares written replies to basic or repetitive inquiries; when delegated, initiates action on day-to-day matters not specifically requiring the attention of the unit head.
- Coordinates large mailings from electronic and other lists;
- Assists in the gathering, preparation, and dissemination of information relating to the administration and management of the department or area;
- Locates basic information or background materials for administrative meetings; prepares summaries as directed; converts information to various presentation formats; oversees scheduling details and meeting details;
- Drafts, proofs, and assists with production of brochures and other program materials;
- Implements processes to improve and streamline office administrative operations under direction of supervisor.
- Keeps financial records related to office administration, including processing purchase orders, purchasing supplies and equipment, responding to invoice and reimbursement inquiries; assists with detailed reports for the Director or Administrator.
- Organizes petty cash receipts and distribution;
- Assists in the preparation of reports and presentations.
- Oversees production of minutes of various committee meetings.
- Provides assistance and responds to verbal and written requests for information.
- May coordinate subordinate staff in fulfilling any of the above assignments.
- Assists in developing and tracking PAFs and PVNs for program positions
- Other duties as assigned

### Senior Administrative Assistant, in addition to the above

- Attends meetings with or on behalf of the unit head; takes minutes; prepares summaries as directed.
- Arranges and assists with Board meetings, special events, ceremonies, and conferences, including possible travel to other sites; handles VIP attendees;
- Prepares drafts of reports and documents for the unit head based on information and research gathered from basic sources;
- Proofreads or edits speeches or other presentation documents, correspondence, and reports created by others;
- Reviews incoming and outgoing submissions for completeness and accuracy;
- May review for equivalency the education and work credentials, including foreign education degrees, for staff and students using computerized sources or other documents; refers problem cases to supervisor;
- Undertakes special projects or assignments of a basic-to-complex nature requiring some independent judgment and exercising paraprofessional skill;
- Typically performs other activities at a higher level of competence and with greater independence.

### Core Competencies

- Ability to organize, prioritize, and coordinate day-to-day projects and assignments;
- Ability to work independently and as part of a team;
- Ability to draft basic-to-complex business-related correspondence, minutes, summary documents, etc.;
- Ability to read, understand, and follow administrative policies and procedures;

- Ability to communicate effectively with diverse clients and staff, providing accurate and appropriate information; ability to articulate policies and procedures in response to inquiries;
- Ability to handle complaints, resolve conflicts, and refer issues appropriately to supervisors;
- Ability to identify administrative problems and correct incidents of poor service;
- Ability to organize and manage records and archival systems;
- Ability to handle multiple tasks and meet deadlines; ability to follow-up as needed and take responsibility for completing assignments and satisfying customers/clients.
- Ability to evaluate the equivalency of educational qualifications of staff or students using prepared materials;
- Ability to coordinate the efforts of lower level support staff;
- Proficient in use of major software programs for supporting office operations: including but not limited to software in support of word processing, spreadsheets, presentations, publications, mailings, web and internet, and email;
- Proficient in use of major RF administrative systems (or equivalent) for reporting on matters related to personnel, resources, schedules, tracking, purchasing, etc.
- Proficient in learning improved professional and technical skills.

## **Qualifications**

### **For Administrative Assistant**

- A high school diploma or its equivalent (an acceptable equivalent would be a GED) and seven (5) years of work experience in the required fields for the specific work area or a closely related equivalent field; OR
- Successful completion of one (1) year of college (or 30 college credits in a matriculated course of study) and six (4) years of work experience in the required fields; OR
- An Associates Degree from an accredited college and three (3) years of work experience in the required fields OR
- A Bachelor's Degree from an accredited college and one (1) year of work experience in the required fields, AND
- Demonstration of the specific competencies required at the time of hire.

**For Senior Administrative Assistant, in addition to the above:** two (2) years of related experience (e.g. AA plus 5; BA plus 3), preferably working in the capacity of an Administrative Assistant or equivalent.

**For Senior Administrative Assistant,** additional college credits above the Bachelor's Degree may be substituted for work experience on an equivalent basis (30 credits equal 1 year), except that all candidates for SAA must have at least two (2) years of related work experience.

**Note:** A Department with an assignment necessitating special requirements can, with the approval of RF Human Resources, require a specific degree including a post-secondary degree, a specific language, a specific technical skill, or specific prior related work experience.

**Note:** The hiring official may assess these qualification requirements by a variety of means including but not limited to: work-samples; skill proficiency tests; assessment panels; interviews; reference checks; evaluations of resumes; etc. All applicants for the same position will be evaluated in the same manner.

**Note:** This description includes the primary, but not all, responsibilities of this title; a single position may emphasize selected duties and competencies as listed in a Position Vacancy Notice at the time of recruitment; subsequently, additional duties and competencies consistent with the position may be required. At management's discretion, positions in this title may necessitate non-traditional and changeable work schedules, off-site service delivery, periodic travel, and the acquisition and application of new technology skills.



## RFCUNY JOB DESCRIPTIONS

**RF Title:** Office Assistant for Grants Office  
Senior Office Assistant for Grants Office

**RF Code:** 9304  
9305

**Title Group:** Grants Office

**FLSA Group:** Nonexempt  
**Eligible for Collective Bargaining:** No

**EEO Designation:** 5

**Salary Grade:** OA: 1-2, depending on the qualifications of the incumbent; SOA: 3

### General Description of Duties and Responsibilities

Located in the Grants Office of the campus and with latitude, when delegated, for independent judgment, initiative and decision making, serves as the lead or supporting administrative assistant to the manager of an administrative unit, or, in a small program, to the RFPI/ RFPD/RFPC, or to other key program staff in a responsible capacity. In a large unit or program may report to a Principal Administrative Associate or Office Manager. Is responsible for day-to-day oversight of administrative matters for an office; maintains the daily schedule; engages in liaison with various college offices, sponsor contacts, RF Departments, etc. as directed. Coordinates the work of part-and-full-time lower level clerical and support staff. May coordinate a broad range of day-to-day projects and administrative services.

### Other Duties

- Greets diverse customers, visitors, and others with respect; makes eye contact; addresses people by name; screens visitors and phone calls as directed; refers people to appropriate staff or to other offices as appropriate; takes accurate and complete messages in English (other languages may be required at time of hire); forwards messages in a timely manner; maintains bulletin boards and keeps reception area neat;
- Provides reception/registration services at meetings, conferences, events, etc.
- Responds to routine questions and requests from clients and staff; distributes forms and applications; may review returned documents for completeness; clarifies requests; provides prompt service; explains need for any delays or additional information; keeps visitors, clients, and staff informed of progress; returns calls as appropriate;
- Identifies customers/visitors/staff with special needs and responds or refers appropriately.
- Uses standard computer software and other office technology to input, format and transcribe documents; copy and fax; input and format spreadsheets; prepare screens for presentations; input and format publications; create mailing labels; create and track emails; locate web pages;
- Organizes and maintains paper and/or electronic files using established procedures; retrieves files as requested;
- Prepares, reviews, corrects, codes, and processes routine office forms, using established standards; performs basic calculations and computations to complete forms.
- Assists staff as directed; prepares drafts and corrects errors in documents; asks direction when instructions are unclear.
- Assists in reviewing, assessing, and evaluating incoming and outgoing submissions using established procedures, such as applications, transcripts, time sheets, etc.
- Orders and stocks supplies; keeps accurate inventories and logs; tracks routine office expenditures using established forms; gets proper approvals for all purchases; receives and verifies deliveries of routine office materials; arranges pick up of special mailings;
- Sorts and distributes mail as directed; keeps related logs of receipt and responses; shelves reference materials, periodicals, and business documents appropriately;
- Seeks to develop a basic knowledge of RF products, policies, procedures, and personnel.
- Seeks to develop basic knowledge of other college resources and staff.
- Comes to work on time and dressed appropriately.
- Informs supervisor when work is completed or an assignment is needed.
- Participates in staff development and training
- Other duties as assigned.

### Senior Office Assistant, in addition to the above

- Schedules appointments, meetings, and events; follows up and insures details are complete;
- Handles effectively more difficult issues/ cases referred from Office Assistants (e.g. in reviewing and evaluating incoming and outgoing submissions); responds to special cases or requests based on established criteria;
- Responds to more complex questions or inquiries requiring moderate amount of background research or knowledge;
- Reviews forms and corrections completed by Office Assistants before finalizing for processing or entry; makes transaction/edit/exception lists and reviews with supervisor;
- Uses spreadsheets formulas, mail merge, file management and other somewhat more advanced computer software skills; secures files using established protocols;
- Uses software specific to the program sponsor as needed;
- Trains Office Assistants from time to time in improved technical and office skills; provides assistance to all staff with routine office protocols, policies, and procedures; acquaints all staff on request with personnel and resources available in other RF and college office;
- Assists with planning and implementing events, conferences, and ceremonies;
- Oversees periodic large mailings such as newsletters, subscription notices, applications, etc.
- Schedules group travel and use of college vans.

### **Core Competencies**

- Ability to direct more complex inquiries to appropriate staff;
- Ability to respond to in-person requests and provide information to satisfy simple inquiries; ability to interpret routine information and simple instructions;
- Ability to take accurate and complete messages in English (other languages may be required at time of hire);
- Willingness to learn improved skills and to become knowledgeable of personnel, policies, and procedures as they pertain to work in the office;
- Ability to listen and clarify what is being said by asking questions;
- Ability to follow directions.
- Ability to participate in and contribute to a team project; ability to cooperate with others;
- Ability to remain calm in conflict situations and seek assistance as needed;
- Ability to direct customer to next level of service and work cooperatively with others to achieve customer satisfaction; ability to recognize incidents of poor service and apologize on behalf of the program;
- Ability to work with minimal supervision in areas where trained;
- Ability to sort, file, and retrieve paper and electronic documents in a timely and accurate manner;
- Basic operating knowledge of key office software packages (e.g. word processing), computer technology (e.g. web, email) and other business equipment (e.g. phones, fax, copiers, pagers, etc.);
- Ability to produce simple business documents, memoranda, spreadsheets, presentation drafts, mailings, etc. with minimal errors and on time.

### **For Senior Office Assistant, in addition to the above**

Moderately skilled in using office software packages, computer technology and other business equipment; ability to learn software packages required by sponsor;

- Ability to produce somewhat sophisticated business documents, memoranda, spreadsheets, presentation drafts, mailings, etc. with minimal errors and on time;
- Ability to spot errors made by self and others and make corrections in a timely manner;
- Ability to apply somewhat complex policies and protocols to routine cases.

### **Qualifications**

- A high school diploma or its equivalent (an acceptable equivalent would be a GED), and two (2) years of full-time equivalent related work experience, OR
- Successful completion of one (1) year of post-secondary education (or 30 college credits in a matriculated course of study) and one (1) year of related work experience, OR
- An Associates Degree from an accredited college, AND
- Demonstration of the specific competencies required at the time of hire.

**For Senior Office Assistant, in addition to the above:** two (2) years of additional related experience (e.g. AA and 2). All candidates must have at least one year of experience (e.g. BA and 1).

**Note:** A Department with an assignment necessitating special requirements can, with the approval of RF Human Resources, require a specific language, a specific technical skill, or specific prior related work experience.

**Note:** The hiring official may assess these qualification requirements by a variety of means including but not limited to: work-samples; skill proficiency tests; assessment panels; interviews; reference checks; evaluations of resumes; etc. All applicants for the same position will be evaluated in the same manner.

**Note:** This description includes the primary, but not all, responsibilities of this title; a single position may emphasize selected duties and competencies as listed in a Position Vacancy Notice at the time of recruitment; subsequently, additional duties and competencies consistent with the position may be required. At management's discretion, positions in this title may necessitate non-traditional and changeable work schedules, off-site service delivery, periodic travel, and the acquisition and application of new technology skills.

# RFCUNY JOB DESCRIPTIONS

**RF Title:** HR Supervisor

**RF Code:** 9401

**Title Group:** Human Resources

**FLSA Group:** Exempt\*

**EEO Designation:** 2

**Eligible for Collective Bargaining:** No

**Salary Grade:** 7-8, depending on scope and complexity of program and/or the qualifications of the incumbent.

\*Minimum Wage for Exempt employees is \$ 50,700

## General Description of Duties and Responsibilities

This is a Confidential Position, reporting to the Senior Director, or to a higher level officer, and exercising independent judgment, implements plans to achieve the goals and objectives of the Human Resources unit. Researches and resolves multiple and often complex assignments. Sets priorities in a timely and efficient manner. In collaboration with the unit director, identifies short term and long term unit objectives. Oversees staff in administering routine program activity. Initiates frequent liaison with the program staff and the sponsor to coordinate related reporting and management systems for all offices and program sites, using the sponsor's technology/software when required. Communicates with counterparts in the RF-Central Administration on specific matters related to the area of responsibility; observes all policies and mandated procedures. Consistent with RF policies and other delegations of authority, communicates with contracted program service providers or vendors regarding fulfillment of obligations; liaises with sponsoring local and State agencies regarding related activities. Directs the monitoring and tracking of program progress. Implements improvements in processes. Confers with the Senior Director regarding the complex issues and policy-relevant issues.

## Other Duties

- Researches, drafts, and formats reports of considerable complexity using innovative techniques and formats;
- Directs staff projects and reviews and edits reports drafted by staff;
- Collects and analyzes quantitative and qualitative information of varying complexity;
- Develops and maintains spreadsheets; reviews and revises spreadsheets maintained by staff;
- Works closely with others in administrative and program units to prepare, publish and distribute comprehensive reports appropriate for agency decision making;
- Establishes record keeping protocols and procedures to insure the security of the units computer and confidential files;
- Provides professional and technical support to project staff;
- Responds to requests and inquiries in a timely and thorough manner;
- Participates in professional development activities;
- Performs related tasks.
- Assists in recruiting, screening, hiring and training employees; assigns and monitors work, orients and trains professional staff, oversees time and leave, complies with performance management policies, drafts performance evaluations of subordinate staff, recommends related personnel actions;
- Supervises unit staff regarding day-to-day activities; meets frequently with staff regarding project status updates;
- Directs the recruitment and work of volunteers and interns;
- Facilitates and attends meetings.
- Performs the duties of lower level positions when necessary; performs other duties as assigned.

## In addition to the above

Implements HR policy regarding the recruitment, screening, hiring, orientation, training, and evaluation of program staff; trains program managers and supervisors in relevant HR skills; directly administers processes not delegated to program managers. Develops and tracks vacancy notices and hiring forms using e-systems. Maintains frequent contact with program sites regarding HR issues; designs information packages for employees as needed; consults frequently with RF-HR to insure consistency in information provided to employees and to insure accuracy in all processes. Administers processing of student and intern payrolls.

## Core Competencies

- Expert knowledge of major office computer and spreadsheet software related to field of work;
- Ability to work effectively with staff, associates, and internal and external constituents;
- Ability to communicating effectively with diverse constituencies; ability to explain complex concepts to professional college staff, college officials, RF administrators, and other staff in non-business areas; ability to listen and respond to the concerns/ideas of others;
- Ability to apply creative and state-of-the-art solutions to assignments;
- Ability to treat diverse clients with respect;
- Ability to respond calmly to complex and urgent issues;
- Ability to organize and administer complex systems; ability to observe and manage details; and ability to manage multiple priorities;
- Ability to work independently and as a team member;
- Ability to develop and manage effective tracking and monitoring systems.

- Working knowledge of public sector or non-profit funding policies, budgetary structures, procurement procedures, and bidding processes;
- Ability to recruit, hire, train, direct, monitor, evaluate, and reward competent staff; ability to discipline staff when necessary;
- Ability to conduct research on related topics and to manipulate complex statistical information.

#### **Qualifications**

- Master's Degree in a related field from an accredited institution and three (3) years administrative, progressively responsible experience, of which at least one (1) year entailed working with state or local government processes for human resources, preferably in a social service or non-profit organization, and at least one (1) year supervising the work of others in a related area, OR
- A Bachelor's Degree in a related field from an accredited institution and four (4) years related administrative, progressively responsible experience, of which at least one (1) year entailed working with state or local government processes for human resources, preferably in a social service or non-profit organization, and at least one (1) year supervising the work of others in a related area; OR
- Associates Degree in a related field from an accredited institution and six (6) years related administrative, progressively responsible experience of which at least two (2) years entailed working with state or local government processes for budgeting, expenditures, human resources, procurement, and /or publishing, preferably in a social service or non-profit organization, and at least two (2) years supervising the work of others in a related area, AND
- Possession of the core competencies determined to be required at the time of hire; AND
- Willingness to comply with all RF policies and procedures regarding staffing, budgeting, safety, reporting, and grants administration as evidenced by signing an attestation at the time of employment

**Note:** The RF Dean or the RF Executive Director may require an advanced degree as a minimum requirement; specific experience, skills, languages, certifications, credentials and/or knowledge may also be required or preferred.

**Note:** This description includes the primary, but not all, responsibilities of this title; a single position may emphasize selected duties and competencies as listed in a Position Vacancy Notice at the time of recruitment; subsequently, additional duties and competencies consistent with the position may be required. At management's discretion, positions in this title may necessitate non-traditional and changeable work schedules, off-site service delivery, periodic travel, and the acquisition and application of new technology skills

# RFCUNY JOB DESCRIPTIONS

**RF Title:** HR Assistant

**RF Code:** 9402

**Title Group:** Human Resources

**FLSA Group:** Nonexempt

**EEO Designation:** 2

**Eligible for Collective Bargaining:** No

**Salary Grade:** 5-6, depending on scope and complexity of program and/or the qualifications of the incumbent.

## General Description of Duties and Responsibilities

This is a Confidential Position, reporting to an HR Supervisor, the Senior Director, or to a higher level officer, and exercising some independent judgment, assists in implementing plans to achieve the goals and objectives of the Human Resources unit. Handles a somewhat complex assignment by observing established priorities in a timely and efficient manner. Assists in providing liaison with the sponsor to coordinate related reporting and management systems for all offices and program sites, using the sponsor's technology/software when required. From time to time communicates with counterparts in the RF-Central Administration on a specific matter or with contracted program service providers or vendors regarding fulfillment of a specific obligation.

## Other Duties

- Researches and drafts reports of moderate complexity using standard formats;
- Collects and analyzes statistical and other quantitative data of moderate complexity, including measures of project performance and quality control;
- Develops and maintains spreadsheets;
- Generates routine monthly and quarterly reports as assigned; works closely with others in administrative and program units to draft special, comprehensive reports appropriate for agency decision making;
- Keeps records safely and follows procedures to insure the security of the unit's computer and confidential files.
- Assists in installing and training staff in related software;
- Responds to requests and inquiries in a timely and thorough manner;
- Assists in monitoring and tracking program progress, observing and assessing varying milestones.
- Recommends improvements in processes.
- Refers unresolved issues and policy relevant issues to the supervisor.
- Participates in training and other professional development activities as assigned.
- Performs the duties of lower level positions when necessary; performs other duties as assigned.

**Human Resources, in addition to the above:** Assists with recruitment, screening, interviewing, and hiring of program professional and administrative staff; coordinates the placement of job advertising in various media and on Internet sites; assists with outreach recruitment efforts. Maintains and edits job descriptions; orients new employees; prepares benefits enrollment documents; reviews time sheets. Responds to employee inquiries; Maintains confidential records. Assists with student and intern payrolls; verifies payroll deduction and resolves discrepancies.

## Core Competencies

- Ability to communicate effectively, orally and in writing; ability to treat diverse clients with respect; ability to respond calmly to complex and urgent issues; ability to listen and respond to the concerns/ideas of others;
- Ability to organize and administer somewhat complex systems; ability to observe and manage details; and ability to manage multiple priorities;
- Ability to generate creative solutions and learn state-of-the art processes for assignments;
- Ability to work with moderate supervision as an individual and as a team member;
- Ability to manage effectively office tracking and monitoring systems;
- Working knowledge of public sector or non-profit funding policies, budgetary structures, human resource issues, procurement procedures, and bidding processes;
- Knowledge of computer software, including basic office programs and programs for spreadsheets and publishing;

**Qualifications**

- A Bachelor's Degree and two (2) years related administrative, progressively responsible experience preferably in a public setting, OR
- An Associates Degree and four (4) years related administrative, progressively responsible experience preferably in a public setting; OR
- Equivalent experience, as evidenced in professional accomplishments; however, all candidates must have a high school diploma, AND
- Possession of the core competencies determined to be required at the time of hire.

**Note:** The Dean or the Executive Director may require a post-secondary or an advanced degree as a minimum requirement; specific experience, skills, languages, certifications, credentials, and/or knowledge may also be required.

**Note:** This description includes the primary, but not all, responsibilities of this title; a single position may emphasize selected duties and competencies as listed in a Position Vacancy Notice at the time of recruitment; subsequently, additional duties and competencies consistent with the position may be required. At management's discretion, positions in this title may necessitate non-traditional and changeable work schedules, off-site service delivery, periodic travel, and the acquisition and application of new technology skills.

# RFCUNY JOB DESCRIPTIONS

**RF Title:** Human Resource Aide

**RF Code:** 9403

**Title Group:** Human Resources

**FLSA Group:** Nonexempt

**EEO Designation:** 5

**Eligible for Collective Bargaining:** No

**Salary Grade:** 3- 4, depending on the qualifications of the incumbent.

## General Description of Duties and Responsibilities

This is a Confidential Position, reporting to the HR Supervisor, Senior Director or other higher level officer, receives daily supervision in the support of basic, professional administrative activities. Obtains data, enters data or copy into computers, and proofs data or copy for accuracy and consistency, using guidelines. Drafts charts, spreadsheets, information documents, and visual and written presentation materials using standard formats and information from varying sources. Processes routine financial, HR, procurement, or publication forms and documents. Keeps and organizes accurate records; keeps logs of contacts, inquiries, responses, and other client related interactions. Tracks various program matters; makes calls and follows up on details and tasks as assigned. Assists in planning and executing site visits, special evaluations, and meetings. Refers complex matters to superiors as needed, providing full and accurate details. Delivers reports and publications. Operates copy equipment and completes small publishing projects. Performs other duties as assigned.

## Core Competencies

- Ability to organize diverse activities and succeed at multiple projects at once, observing schedules, budgets, and RF policies;
- Ability to keep accurate records and maintain libraries of materials;
- Ability to use standard office technology, including copy equipment; ability to use office software commensurate with the job requirements;
- Ability to respond to emergencies with calm and clarity; ability to manage multiple tasks;
- Ability to work with diverse groups and provide excellent customer service;
- Ability to communicate effectively individually and with groups, orally and in writing (including use of computer software).

## Qualifications

- A high school diploma, and four (4) years of paid clerical or paraprofessional experience performing administrative support activities related to the area of the position, OR
- An Associate's Degree in a related field from an accredited institution and two (2) years of paid experience performing administrative support activities related to the area of the position, OR
- A Bachelor's Degree in a related field, AND
- Possession of the core competencies determined to be required at the time of hire.

**Note:** this description includes the primary, but not all, responsibilities of this title; a single position may emphasize selected duties and competencies as listed in a Position Vacancy Notice at the time of recruitment; subsequently, additional duties and competencies consistent with the position may be required. At management's discretion, positions in this title may necessitate non-traditional and changeable work schedules, off-site service delivery, periodic travel, and the acquisition and application of new technology skills.

# RFCUNY JOB DESCRIPTIONS

**RF Title:** RF Project Director  
RF Principal Investigator

**RF Code:** 7000  
7001

**Title Group:** Research

**FLSA Group:** Exempt\*

**EEO Designation:** 1.1

**Eligible for Collective Bargaining:** No

**Salary Grade:** 7 -12, depending on scope, complexity, and duration of project.

\*Minimum Wage for Exempt employees is \$ 50,700

## General Description of Duties and Responsibilities

Reporting to President of the college, a review Board, or other high level officer, and exercising the greatest latitude for independent judgment, directs and oversees all aspects of a research project, investigation, or analytic activity of varying scope and complexity. Conceives and creates research proposals, determines the scope and statements of work, develops budgets and staffing plans, and designs projects that comply with the requirements of contract/research sponsors. Provides intellectual and conceptual leadership to the research staff and to graduate and undergraduate students associated with the project. Communicates with sponsors on work progress, project amendments, and project results as appropriate. Authors, co-authors, and/or coordinates the development of reports, papers, articles, and other written findings consistent with the contract. Interfaces with the highest levels of state, local and, Federal agencies and with various review Boards.

## Other Duties

- Organizes, chairs, and presents at symposia, colloquia or other research or academic meetings;
- Organizes meetings with sponsors and other intellectual communities of interest to discuss and review research.
- Observes and enforces all RF policies on ownership of intellectual property, use of facilities and equipment, and investigations on human subjects;
- Creates safety procedures for the research activities and ensures their observance. Complies with all governmental, University, and RF protocols for dealing with toxic substances;
- As needed, creates confidentiality protocols and ensures their observance;
- Directs and monitors all work;
- Recruits and staffs positions, trains staff, oversees time and leave by staff, evaluates staff performance and takes disciplinary actions when needed, all consistent with RF HR policies;
- Authorizes expenditures, tracks expenses, and operates within budgets consistent with RF policies and sponsor requirements;
- Maintains related records and submits reports on a timely basis;
- May delegate day-to-day oversight of these activities to a subordinate manager/supervisor;
- Oversees project completion and final storage/distribution of project records and equipment;
- Performs the duties of lower level positions as needed; performs other duties as assigned

## Core Competencies

- Intellectual mastery of a field of knowledge, or specialty, pertinent to the research area, as evidenced in areas of study, teaching, publication and/or research background;
- Knowledge of cutting-edge research in the field;
- Ability to conceive, author, and advocate for a research project, investigation, or analytic activity, consistent with the state-of-knowledge in the field and consistent with the requirements of the grant sponsors;
- Ability to author, publish, and present findings to a community of scholars in the field, utilizing professional publications, colloquia, symposia, reports, demonstrations, performances, etc. consistent with the scope and nature of the project and the requirements of the sponsor;
- Ability to organize and direct the work of a team of researchers, administrative staff, and support staff in achieving the goals of the project within deadlines and within budget constraints;
- Ability to exercise intellectual leadership in resolving research issues, re-conceiving and redirecting project activities as needed, and maintaining clarity of goals;
- Ability to recruit, hire, and train effective qualified staff; ability to monitor and evaluate the work of others, consistent with RF policies and contracts;
- Ability to develop and monitor budgets consistent with RF policies;
- Ability to train and direct subordinate researchers in the techniques, applications, practices, etc. important to the field of inquiry;
- Ability to work effectively with staff, associates, and internal and external constituents;
- Ability to communicate effectively with and convey complex concepts, intricate processes, and sophisticated statistical findings to other researchers, supervisors, students, sponsors, administrators, and, when appropriate, the public; ability to listen and respond to the concerns/ideas of others;
- Knowledge of policies regarding intellectual property, use of facilities and equipment, allocation of time and materials to project costs, and utilization of University IT resources;
- Knowledge of protocols for safe conduct of research, including but not limited to the handling of toxic substances, the study of human subjects, and establishment of safety reporting procedures.



**Qualifications**

- An earned Ph.D. in an appropriate field of study from an accredited institution, and a record of research, publishing, and scholarship in a related field, and not fewer than four to eight (4-8) years of experience in the field, or specialty, the minimum to be specified based on the scope, complexity and duration of the project and the requirements of the sponsor, of which at least two (2) years have been overseeing the research work of others, OR
- An equivalent intellectual mastery as evidenced in exceptional research leadership and accomplishment, an extensive collection of juried publications in the field, and/or some other significant accomplishment (e.g. important inventions, acclaimed artistic endeavors, etc.), and an equivalent record of successful administration of research consistent with subject, scope and complexity of the project, AND
- Possession of the core competencies determined to be required at the time of hire; AND
- Timely availability to begin and direct the project, AND
- Willingness to comply with all RF policies and procedures regarding staffing, budgeting, safety, reporting, and grants administration as evidenced by signing an attestation at the time of employment.

**Note:** A Ph.D. may be specified as a minimum requirement by the college President or governing Board; specific experience, skills, languages, and/or knowledge may also be required or preferred.

**Note:** This description includes the primary, but not all, responsibilities of this title; a single position may emphasize selected duties and competencies as listed in a Position Vacancy Notice at the time of recruitment; subsequently, additional duties and competencies consistent with the position may be required. At management's discretion, positions in this title may necessitate non-traditional and changeable work schedules, off-site investigation or research, periodic travel, and the acquisition and application of new technology skills.

# RFCUNY JOB DESCRIPTION

**RF Title:** Senior RF Research Director

**RF Code:** 7100

**Title Group:** Research

**FLSA Group:** Exempt\*

**EEO Designation:** 1.2

**Eligible for Collective Bargaining:** No

**Salary Grade:** 9-10, depending on scope and complexity of the project or the qualifications of the incumbent.

\*Minimum Wage for Exempt employees is \$ 50,700

## General Description of Duties and Responsibilities

Under the general direction of a RFPD/RFPI (or for a large, complex project, under the general direction of a RFPC, as determined by the RFPD/RFPI), and exercising substantial independent judgment, serves as the senior day-to-day manager of research, investigation, or analytic activities of research staff, and students assigned to the project. May supervise technical staff, when assigned. In consultation with the RFPD/RFPI or, as appropriate, the RFPC, determines research protocols and work sequences that adhere to project standards and deadlines. Coordinates processes, designs studies and simulations, and constructs models ranging from simple to very complex. Ensures rigorous adherence by staff to standards in the field. Oversees compliance with various University and government regulations. Writes proposals and abstracts.

## Other Duties

- Reviews work, establishes quality control procedures, edits written documents.
- Trains and supervises staff and students in day-to-day use of equipment, compliance with safety procedures, and implementation of project processes and protocols. Provides substantive coaching and guidance as needed;
- Consults with other researchers and authorities in the field as appropriate;
- Maintains confidentiality as required by the project or as directed by the RFPD/RFPI/RFPC and communicates confidentiality requirements to staff;
- Develops measures, sampling techniques, and instruments for measuring results;
- Oversees qualitative and/or quantitative data gathering, coding of data or information, construction of data bases using specified technology, analysis of data, maintenance of data security, and archiving data; consults with IT support staff as needed;
- Participates in staff recruitment, hiring, background investigation, and obtaining when necessary proper security clearance. Evaluates staff performance and recommends discipline, if necessary. Administers time and leave and other HR policy oversight for subordinate staff;
- May be assigned to independent research and inquiry on critical, complex, or highly confidential subjects or on subjects for which the incumbent's education and experience is particularly well-suited;
- Oversees project completion and final storage/distribution of project records and equipment;
- Performs the duties of lower level positions as needed; performs other duties as assigned.

## Core Competencies

- Intellectual strength in a field of knowledge, or specialty, pertinent to the research area, as evidenced in areas of study, teaching, publication and/or research background; knowledge of cutting-edge research in the field;
- Ability to communicate effectively with and convey complex concepts, intricate processes, and sophisticated statistical findings to other researchers, supervisors, students, sponsors, administrators, and, when appropriate, the public; ability to listen and respond to the concerns/ideas of others;
- Ability to author, co-author, publish, and present findings to a community of scholars in the field, utilizing professional publications, colloquia, symposia, reports, demonstrations, performances, etc. consistent with the scope and nature of the project and the requirements of the sponsor;
- Ability to organize and direct the work of a group of researchers and students in achieving the goals of the project within deadlines and within budget constraints;
- Ability to exercise intellectual leadership in anticipating and resolving research issues;
- Ability to recruit competent staff, conduct background investigations, secure any necessary security clearances, and train subordinates; ability to monitor and evaluate the work of others, consistent with RF policies and contracts;
- Ability to monitor research budgets consistent with RF policies;
- Ability to work effectively with technical staff in training subordinate researchers in the techniques, applications, practices, etc. important to the field of inquiry;
- Ability to work effectively with staff, associates, and internal and external constituents;
- Knowledge of policies regarding intellectual property, use of facilities and equipment, allocation of time and materials to project costs, and utilization of IT resources;
- Knowledge of protocols for safe conduct of research, including but not limited to the handling of toxic substances, the study of human subjects, and establishment of safety reporting procedures.

**Qualifications**

- An earned Ph.D. in an appropriate field of study, or specialty, from an accredited institution and not fewer than two (2) years of post-doctoral experience in the field, or specialty, the minimum to be specified based on the scope, complexity and duration of the project and the requirements of the sponsor, of which at least one (1) year has included overseeing the research work of others in an environment consistent with the subject, scope, and complexity of the project; OR
- Equivalent intellectual strength as evidenced in substantial research experience, a collection of juried publications in the field, and other significant accomplishments (e.g. significant participation in important inventions/discoveries, acclaimed artistic endeavors, etc.), and an equivalent record of successful administration of research consistent with subject, scope and complexity of the project, AND
- Possession of the core competencies determined to be required at the time of hire; AND
- Timely availability to begin and direct the project, AND
- Willingness to comply with all RF policies and procedures regarding staffing, budgeting, safety, reporting, and grants administration as evidenced by signing an attestation at the time of employment.

**Note:** The RFPD/RFPI may specify that consideration for an SRFRD position will be limited to a Postdoctoral Fellow uniquely qualified in the field of research.

**Note:** The RFPD/RFPI may specify a Ph.D. as a minimum requirement for this position; specific experience, skills, languages, and/or knowledge may also be required or preferred.

**Note:** This description includes the primary, but not all, responsibilities of this title; a single position may emphasize selected duties and competencies as listed in a Position Vacancy Notice at the time of recruitment; subsequently, additional duties and competencies consistent with the position may be required. At management's discretion, positions in this title may necessitate non-traditional and changeable work schedules, off-site investigation or research, periodic travel, and the acquisition and application of new technology skills.

## RFCUNY JOB DESCRIPTIONS

<b>RF Title:</b>	Senior RF Research Associate	<b>RF Code:</b> 7200
	RF Research Associate	7201
	Postdoctoral Fellow (Senior)	7202
	Postdoctoral Fellow	7203

**Title Group:** Research

**FLSA Group:** Exempt\*

**EEO Designation:** 2

**Eligible for Collective Bargaining:** Yes

**Salary Grade:** 7- 10, depending on scope and complexity of the project, the assignment, or the qualifications of the incumbent.

\*Minimum Wage for Exempt employees is \$ 50,700

### General Description of Duties and Responsibilities

Under the general supervision of the RFPD/RFPI/RFPC or Senior RF Research Director, performs simple-to-very-complex research, investigation, or analytic activities. Performs many activities independently, with varying degrees of supervision depending on the scope and complexity of the project, the assignment, or the qualifications of the incumbent. May from time to time supervise students for specific assignments. Writes proposals and abstracts. Recruits and interviews research participants/subjects.

### Other Duties

- Trains new employees in routine processes;
- Works with technical staff and other research staff to coordinate projects; ensures the safe operation of equipment and the effective completion of assignments by following protocols and accurately documenting research findings and progress;
- Consults with other researchers and authorities in the field as appropriate;
- Assists in planning meetings, conferences, web-based communication etc.; Maintains confidentiality as required by the project or as directed by supervisors;
- Assists in designing measures, sampling techniques, and instruments to measure results; follows protocols for gathering qualitative and/or quantitative data, coding data or information, constructing data bases using specified technology, analyzing data, maintaining data security, and archiving data as needed;
- Keeps accurate, well-organized records;
- Performs the duties of lower level positions as needed; performs other duties as assigned.

**For Grade 7 or 8, in addition the above:** Performs routine research activities, records observations, and interprets results, using established protocols; assists with complex activities; assists in gathering, providing, and interpreting information for routine reports.

**For Grade 9 or 10, in addition the above:** May be assigned substantial independent responsibility for major or complex portions of a research project such as designing simulations and constructing models. Interprets results of complex experiments. Provides professional support to the RFPD/RFPI or other higher level supervisors, including drafting project reports, making presentations, meeting with sponsors, and organizing intellectual exchanges with other researchers/scholars in person or via telecommunications.

### Core Competencies

- Intellectual strength in a field of knowledge, or specialty, pertinent to the research area, as evidenced in areas of study, teaching, publication and/or research background; knowledge of cutting-edge research in the field;
- Ability to comprehend and act on assignments of varying complexity;
- Ability to handle multiple assignments;
- Ability to work on a team as well as independently;
- Ability to use effectively all research equipment and devices standard to the field; ability to use and manage web-based technology, as needed.
- Ability to operate in the computer/statistical environment of the research project

### For Grade 9 or 10, in addition to the above,

- Ability to author or co-author reports of substantial complexity; when assigned, ability to organize and participate in colloquia, symposia, presentations of reports, demonstrations, performances, etc. consistent with the scope and nature of the project and the requirements of the sponsor;
- Ability to exercise intellectual leadership in anticipating and resolving research issues;
- Ability to communicate effectively with and convey complex concepts, intricate processes, and sophisticated statistical findings to other researchers, supervisors, students, sponsors, administrators, and, when appropriate, the public; ability to listen and respond to the concerns/ideas of others;
- Knowledge of policies regarding intellectual property, use of facilities and equipment, allocation of time and materials to project costs, and utilization of IT resources;
- Knowledge of protocols for safe conduct of research, including but not limited to the handling of toxic substances, the study of human subjects, and establishment of safety reporting procedures.

## **Qualifications**

### **For Grade 7 or 8**

- A Ph.D. in an appropriate field of study, or specialty, from an accredited institution, OR
- A Master's Degree in an appropriate field of study, or specialty, from an accredited institution, and at least (2) years of additional research experience pertinent to the scope and complexity of the project; OR
- Equivalent intellectual strength and experience as evidenced in progressively responsible research experience, publications in the field, and/or other accomplishments (e.g. significant participation in important inventions, artistic endeavors, etc.); AND
- Possession of the core competencies determined to be required at the time of hire.

**Note:** The RFPD/RFPI may waive the degree requirements and specify an RFRA position to be limited to a matriculated Graduate Assistant uniquely qualified in the field of research.

### **For Grade 9 or 10**

- An earned Ph.D. in an appropriate field of study from an accredited institution and not fewer than two (2) years additional research experience in the field, or specialty, related to the scope and complexity of the project; and, a record of research, publications, and scholarship in a related field, OR
- A Master's Degree in an appropriate field of study, or specialty, from an accredited institution, and at least four (4) years of additional research experience pertinent to the scope and complexity of the project; OR
- Equivalent intellectual strength and experience as evidenced in progressively responsible research experience, publications in the field, and/or other accomplishments (e.g. significant participation in important inventions, artistic endeavors, etc.).

**Note:** The RFPD/RFPI may specify that consideration for an SRFRA position or an RFRA position will be limited to a Postdoctoral Fellow uniquely qualified in the field of research.

**Note:** The RFPD/RFPI may specify that either position requires specific experience, languages, skills, and/or knowledge.

**Note:** This description includes the primary, but not all, responsibilities of this title; a single position may emphasize selected duties and competencies as listed in a Position Vacancy Notice at the time of recruitment; subsequently, additional duties and competencies consistent with the position may be required. At management's discretion, positions in this title may necessitate non-traditional and changeable work schedules, off-site investigation or research, periodic travel, and the acquisition and application of new technology skills.

# RF CUNY JOB DESCRIPTIONS

**RF Title:** RF Project Manager

**RF Code:** 7300

**Title Group:** Research

**FLSA Group:** Exempt\*

**EEO Designation:** 2

**Eligible for Collective Bargaining:** No

**Salary Grade:** , "%&#YZeZcY'c\`dc`hXdeZ!`Xdb eZmfn!`VcY`Yj g/i`dc`d[`egd\_ZXi.

\*Minimum Wage for Exempt employees is \$ 50,700

## General Description of Duties and Responsibilities

J cYZgj] Z`ZcZgVahj eZgk`h`dc`d[`Vc`G; `Egd\_ZXi`9`gZXi`dgtG; E9!`dgG; `EgcX`eV`a`c`k`Z`h`^`V`i`d`g`t`G; E`!`V`c`Y`Z`n`Z`g`k`h`c`e`h`j` V`h`i`V`c`i`V`a`c`Y`Z`e`Z`c`Y`Z`c`i`j` Y`b` Z`c`i`X`d`d`g`Y`c`V`i`Z`h`d`c`Z`d`g`b` d`g`g`h`Z`V`g`k` V`g`V`h`V`c`Y`V`h`d`X`V`i`Z`Y`e`g`l`X`Z`h`h`Z`h`[`d`g`V`a`g`Z`d`g`X`d`b` e`a`m`e`g`l`Z`X`i`#`: c`h`j` g`Z`h` X`d`c`h`i`Z`c`X`n`V`c`Y`X`d`b` e`V`i` W`a`h`n`d`[`i`] Z`V`g`V`h`j` e`Z`g`k`h`Z`Y`1` 1` ]` Z`d`k`Z`g`a`e`g`l`Z`X`i` `d`V`a`h`V`c`Y`Z`V`Y`a`c`Z`h`#`B` V`c`i`V`c`h`g`l`d`g`j` h`h`i`V`c`Y`V`g`h` X`d`c`h`i`Z`c`i`1` 1` ]` `e`g`l`Z`X`i` Y`Z`h`^`c`#`B` Z`Z`i`h`^`g`^`j` a`/`g`n`1` 1` ]` G; G; E`9`!`G; G; E`!`V`c`Y`d`i`] Z`g`G; `E`g`l`Z`X`i` `8`d`d`g`Y`c`V`i`d`g`h`t`G; E`8`i`d`g`k`Z`i` `e`g`l`Z`X`i`!` Z`k`V`a`j` V`i`Z`e`g`l`g`h`h`i`h`Z`i` h`i`V`c`Y`V`g`h`!`V`c`Y`Z`h`i`W`a`h`h` `c`i`Z`g`b` Z`Y`V`i`Z`^`d`V`a`h`#`H`j` e`Z`g`k`h`Z`h`g`h`Z`V`g`k` V`c`Y`i`Z`X`i` c`X`V`a`h`i`V`[`[`d`[`k`V`g`n`c`e`V`h`h`^`c`b` Z`c`i`^`a`k`Z`h`#`c`i`Z`g`V`X`Z`h`1` 1` ]` ]` Z` ]` ^` ]` Z`h`i`^`a`k`Z`h`d`[`h`i`V`i`Z`i`a`d`X`V`a`V`c`Y`!`; Z`Y`Z`g`V`a`V`Z`c`X`Z`h`V`c`Y`1` 1` ]` k`V`g`j` h`g`k`Z`i` `7`d`V`g`h`#`

## Other Duties

- 9`g`Z`X`i`h`V`c`Y`X`d`d`g`Y`c`V`i`Z`h`i`] Z`e`g`l`Z`X`i` V`Y`b` c`e`h`i`g`i` k`Z`V`c`Y`h`j` e`e`d`g`h`i`V`[`[`g`Z`V`g`Y`c`e` V`X`a`f`Z`h`Z`f`j` `e`b` Z`c`i`j` h`V`a`Z`i`1` d`g` V`h`h`^`c`b` Z`c`i`h`!`#` `e`g`l`g`Z`h`Z`i`X`#`0`
- 8`d`d`g`Y`c`V`i`Z`h`i`] Z`1` d`g` `d`[`k`V`g`j` h`g`k`Z`i` `7`d`V`g`h`0`
- X`d`c`h`j` a`V`i`d`c`1` 1` ]` G; G; E`9`\$G; G; E`!`Y`Z`h`^`c`h`h`i`V`[`[`i`g`/`c`e`V`c`Y`V`g`V`c`Z`h`Y`Z`b` d`c`h`i`g`i`d`c`h`d`[`V`e`e`a`X`W`V`Z`h`i`V`i`Z`d`[`i`] Z`V`g`i`Z`X`i` c`d`a`d`n`0`
- c`[`d`g`Z`h`V`a`e`g`l`d`X`d`a`h`[`d`g`b` V`c`i`Z`c`V`c`X`Z`d`[`h`V`[`Z`i`n`V`c`Y`[`d`g`g`h`Z`V`g`k` `d`c`]`j` b` V`c`h`j` W`X`i`h`0`
- L` 1` ]` ]` Z`G; E`9`\$G; E`!`V`j`i`] d`g`h`g`e`d`g`h`!`e`g`h`Z`c`i`h`V`i`h`r`b` e`d`h`V`d`g`X`d`a`f`j` V`i`Z`i`X`#`0`
- B` V`n`W`Y`Z`a`V`i`Z`Y`g`h`e`d`c`h`W`a`h`n`[`d`g`X`d`b` b`j` c`X`V`i`c`e`1` 1` ]` `h`e`d`c`h`d`g`d`c`h`e`Z`X`{`X`b` V`i`i`Z`g`h`j` c`Y`Z`g`h`j` e`Z`g`k`h`t`c`d`[`i`] Z`G; E`8`0`
- G`Z`X`g` `h`V`c`Y`g`Z`X`d`b` b` Z`c`Y`h`[`d`g`] g`Z`h`i`V`[`[`c`V`g`Z`V`h`j` e`Z`g`k`h`Z`Y`g`k`Z`i` h`V`c`Y`V`e`e`g`k`Z`h`1` d`g`h`X`] Z`Y`j` a`h`i`b` Z`V`c`Y`a`V`k`Z`Y`d`X`j` b` Z`c`i`h`!`V`c`Y`e`V`h`V`j`i`] d`g`e`V`i`d`c`h`g`k`Z`i` h`V`c`Y`b`V`Z`h`g`Z`X`d`b` b` Z`c`Y`V`i`d`c`h`d`c`i`] Z`e`Z`g`d`g` V`c`X`Z`d`[`h`i`V`[`[`c`X`a`j` Y`c`e`^`g`Y`j` V`i`Z`V`c`Y`j` c`Y`Z`g`g`Y`j` V`i`Z`h`i`Y`Z`c`i`h`V`h`h`^`c`Z`Y`i`d`i`] Z`e`g`l`Z`X`i`0`
- W` Z`Z`i`h`1` 1` ]` h`Z`c`d`g`g`h`Z`V`g`k` Z`g`h`i`d`g`k`Z`i` V`Y`Y`Z`h`V`c`Y`e`g`l`Z`X`i` Y`Z`V`Y`a`c`Z`h`0`b` V`n`W`Y`Z`h`^`c`V`i`Z`Y`i`d`V`X`i` `c`e`7`j` Y`Z`i` V`c`Y`=`G`b` V`i`i`Z`g`h`d`c`e`V`i`Z`V`a`d`[`i`] Z`G; E`9`\$G; E`!`c`b` Z`Z`i`c`e`h`1` 1` ]` G; V`Y`b` c`e`h`i`g`i` k`Z`d`[`X`Z`g`h`0`
- G`Z`X`d`b` b` Z`c`Y`h`i`d`i`] Z`G; E`9`\$G; E`!`V`Y`Z`i`b` d`Y`{`X`V`i`d`c`h`!`g`k`h`t`c`h`c`e`i`] Z`g`h`Z`V`g`k` h`X`] Z`Y`j` a`!`V`c`Y`h`i`V`[`[`g`V`h`h`^`c`b` Z`c`i`h`c`Z`Z`Y`Z`Y`i`d`e`V`i`d`c`h`i`d`[`i`] Z`e`g`l`Z`X`i`0`
- D`k`Z`g`h`Z`Z`h`e`g`l`Z`X`i` `X`d`b` e`a`i`d`c` V`c`Y`[`c`V`a`h`i`d`g`V`Z`Y`h`i`g`V`Y`i`d`c`d`[`e`g`l`Z`X`i` g`Z`X`d`g`h`V`c`Y`Z`f`j` `e`b` Z`c`i`0`
- E`Z`g`d`g`h`i`] Z`Y`j`i` Z`h`d`[`a`d`l` Z`g`a`k`Z`a`e`d`h`{`d`c`h`V`h`c`Z`Z`Y`Z`Y`O`e`Z`g`d`g`h`d`i`] Z`g`Y`j`i` Z`h`V`h`V`h`h`^`c`Z`Y`.

## 8d`g`Z`1` V`h`h`V`c`Y`8`d`b` e`Z`i`Z`c`X`Z`h`

- 6`W`a`h`n`i`d`V`h`h`h`i`d`i`] Z`g`h`c`X`d`c`X`Z`k`e`V`c`Y`V`j`i`] d`g`e`V`g`h`Z`V`g`k` `e`g`l`Z`X`i`!`c`k`Z`h`i`V`i`d`c`l`d`g`V`c`V`a`n`i`X`V`X`i`k`f`n`!`X`d`c`h`i`Z`c`i`1` 1` ]` ]` Z`h`i`V`i`Z`d`[`c`d`l` a`Y`Z`^`c`i`] Z`[`Z`a`V`c`Y`X`d`c`h`i`Z`c`i`1` 1` ]` ]` Z`g`Z`f`j` g`Z`b` Z`c`i`h`d`[`i`] Z`a`g`/`c`i`h`e`d`c`h`d`g`0`
- 6`W`a`h`n`i`d`Y`g`[`i` V`c`Y`V`h`h`h`i`h`c`e`g`h`Z`c`i`c`e`V`i`] Z`g`h`Z`V`g`k` [`c`Y`c`e`h`i`d`V`X`d`b` b`j` c`f`n`d`[`h`X`] d`a`g`h`c`e`i`] Z`[`Z`a`f`j`i`] `a`b`c`e` `e`g`l`[`Z`h`h`d`c`V`a`e`j` V`a`X`V`i`d`c`h`!`X`d`a`f`j` V`i`h`r`b` e`d`h`V`i`g`e`d`g`h`!`Y`Z`b` d`c`h`i`g`i`d`c`h`!`e`Z`g`d`g` V`c`X`Z`h`!`Z`i`X`#`X`d`c`h`i`Z`c`i`1` 1` ]` ]` Z`h`X`d`e`Z`V`c`Y`c`V`i`j` g`Z`d`[`i`] Z`e`g`l`Z`X`i` `V`c`Y`i`] Z`g`Z`f`j` g`Z`b` Z`c`i`h`d`[`i`] Z`h`e`d`c`h`d`g`0`
- 6`W`a`h`n`i`d`b` Z`Z`i` Y`Z`V`Y`a`c`Z`h`V`c`Y`1` d`g`1` 1` ]` c`V`Y`Y`Z`i` X`d`c`h`i`g`/`c`i`h`0`
- 6`W`a`h`n`i`d`Z`n`Z`g`k`h`Z`^`c`i`Z`a`Z`X`i`j` V`a`Z`V`Y`Z`g`h`j` e`c`e`g`Z`h`d`a`c`e`V`g`h`Z`V`g`k` `h`h`j` Z`h`i`g`Z`X`d`c`X`Z`k`e`V`c`Y`V`g`c`e`V`i`d`i`] Z`V`i`Z`c`i`d`c`d`[`i`] Z`G; E`9`\$G; E`!`d`e`e`d`g`j` c`f`Z`h`[`d`g`Z`Y`g`Z`i`c`e` `e`g`l`Z`X`i` V`X`i`k`f`Z`h`{`c`Z`Z`Y`Z`Y`0`
- 6`W`a`h`n`i`d`c`i`Z`g`V`i`Z`V`a`g`Z`d`g`X`d`b` e`a`m`e`g`l`Z`X`i`1` 1` ]` ]` Z`1` d`g` `d`[`d`i`] Z`g`G; `E`g`l`Z`X`i` `8`d`d`g`Y`c`V`i`d`g`h`d`g`g`h`Z`V`g`k` Z`g`h`c`d`g`Z`g`i`d`g`Z`h`d`a`k`^`X`d`c`X`Z`e`i`j` V`a`d`g`e`g`X`i` X`V`a`h`h`j` Z`h`V`c`Y`Z`c`h`j` g`Z`V`h`i`g`V`i`Z`n`[`d`g`d`k`Z`g`a`e`g`l`Z`X`i`h`j` X`X`Z`h`0`
- 6`W`a`h`n`i`d`g`Z`X`g` `!`g`Z`X`d`b` b` Z`c`Y`[`d`g`] g`Z`V`c`Y`i`g`/`c`Z`[`Z`X`i`k`Z`i`f`j` V`a`f`Z`Y`h`i`V`[`[`O`W`a`h`n`i`d`b` d`c`{`d`g`V`c`Y`Z`k`V`a`j` V`i`Z`i`] Z`1` d`g` `d`[`d`i`] Z`g`h`!` X`d`c`h`i`Z`c`i`1` 1` ]` G; `e`d`a`X`Z`h`V`c`Y`X`d`c`i`g`/`X`i`h`0`
- Ability to organize and supervise the work of subordinate research, technical, administrative and support staff;
- Ability to develop and monitor budgets consistent with RF policies;
- Ability to identify training needs and arrange training for researchers in the techniques, applications, practices, etc. important to the field of inquiry;
- Ability to work effectively with staff, associates, and internal and external constituents;
- Ability to communicate effectively with and convey complex concepts, intricate processes, and sophisticated statistical findings to other researchers, supervisors, students, sponsors, administrators, and, when appropriate, the public; ability to listen and respond to the concerns/ideas of others;
- Knowledge of policies regarding intellectual property, use of facilities and equipment, allocation of time and materials to project costs, and utilization of IT resources;
- Knowledge of protocols for safe conduct of research, including but not limited to the handling of toxic substances, the study of human subjects, and establishment of safety reporting procedures.

## Qualifications

- A Master's Degree in an appropriate field of study, or specialty, from an accredited institution, and a record of research, publishing, and scholarship, and at least three to six (3 -6) years of additional experience pertinent to the scope and complexity of the project of which at least one (1) year has been overseeing the research work of others; OR
- A Ph.D. in an appropriate field of study, or specialty, from an accredited institution, and a record of research, publishing, and scholarship, and at least (2) years of additional experience pertinent to the scope and complexity of the project of which at least one (1) year has been overseeing the research work of others; OR
- Equivalent intellectual distinction as evidenced in a substantial background in research administration, a history of authoring or co-authoring a body of juried publications in the field, and/or some other contribution to a research-oriented accomplishment (e.g. assisted in an important invention, assisted in an acclaimed artistic endeavor, etc.), and an equivalent record of successful administration of research consistent with subject, scope and complexity of the project; AND
- Possession of the core competencies determined to be required at the time of hire; AND
- Timely availability to begin and direct the project, AND
- Willingness to comply with all RF policies and procedures regarding staffing, budgeting, safety, reporting, and grants administration as evidenced by signing an attestation at the time of employment.

**Note:** The RFPD/RFPPI may specify a Ph.D. as a minimum requirement for the positions: specific experience, skills, languages, and/or knowledge may also be required or preferred.

**Note:** This description includes the primary, but not all, responsibilities of this title; a single position may emphasize selected duties and competencies as listed in a Position Vacancy Notice at the time of recruitment; subsequently, additional duties and competencies consistent with the position may be required. At management's discretion, positions in this title may necessitate non-traditional and changeable work schedules, off-site investigation or research, periodic travel, and the acquisition and application of new technology skills.

# RFCUNY JOB DESCRIPTIONS

**RF Title:** RF Supervising Technician

**RF Code:** 7400

**Title Group:** Research

**FLSA Group:** Exempt\*

**EEO Designation:** 1.2

**Eligible for Collective Bargaining:** No

**Salary Grade:** 7-8, depending on the scope and complexity of the project and the qualifications of the incumbent.

\*Minimum Wage for Exempt employees is \$ 50,700

## General Description of Duties and Responsibilities

Under the administrative supervision of the Senior RF Research Associate, or a higher level research manager, exercises substantial independent professional judgment in overseeing technical and laboratory matters of varying complexity. Procures equipment appropriate to the project, within budget and within all RF guidelines; investigates state-of-the-art upgrades or replacements and proposes appropriate fabrications, repairs and replacements. Supervises technical staff and students in the daily technical set-up of laboratory equipment or of other equipment used in the project. Manages the technical budget within delegated authority and reports routinely to the supervisor on all budget issues.

## Other Duties

- Directs subordinate technicians of varying skill levels in monitoring and examining all equipment; in operating, maintaining and repairing equipment; in procuring and evaluating outside contractors for equipment maintenance and repair; and in properly disposing of outdated or non-functional equipment;
- Oversees students assigned to periodically perform similar technician tasks;
- Interfaces routinely with IT support staff in resolving issues involving computer hardware or software;
- Interfaces with vendors regarding equipment performance, warranties, covered repairs, and new equipment training and demonstrations;
- Trains staff and students as needed and assigns tasks of varying complexity based on mastery;
- Maintains accurate inventories of all equipment;
- Maintains secure access to equipment and to confidential records or software stored in laboratory settings;
- Ensures equipment rooms, laboratories, and other areas of technical support are secured and that access is limited consistent with the directives of the RFPD/RFPI/RFPC/SRFRA;
- Coordinates and makes recommendations on technical staff recruitment and hiring; oversees background investigations, and obtaining when necessary proper security clearance; evaluates performance by technical staff and recommends discipline, when appropriate; evaluates students and recommends assignment changes when needed; monitors time and leave and other HR policy oversight for subordinate staff and reports issues to the appropriate administrative officer;
- Undertakes individual technical projects of a complex nature or for which the incumbent's training and experience is particularly suited;
- Performs as needed the tasks of a lower level technician.

## 8dg78db eZiZcXZh

- Intellectual mastery of the technical equipment, instrumentation, and laboratory facilities similar to those involved in the project, as evidenced by study, training, publications, prior technical experience in a research environment, etc.; knowledge of state-of-the art technology appropriate to the project;
- Ability to communicate effectively with and convey complex concepts, intricate processes, and sophisticated statistical findings to other researchers, supervisors, students, sponsors, administrators, and, when appropriate, the public; ability to listen and respond to the concerns/ideas of others;
- Ability to work effectively with staff, associates, and internal and external constituents;
- Ability to write clearly and produce/edit accurate and understandable reports;
- Ability to maintain inventories, to oversee the secure storage of equipment, and to limit access as necessary to all facilities under the incumbent's charge.
- Ability to organize and direct the work of subordinate technical staff and students in achieving the goals of the project within deadlines and within budget constraints;
- Ability to exercise intellectual leadership in anticipating and resolving technical issues;
- Ability to recruit staff, conduct background investigations, secure any necessary security clearances, and train subordinates; ability to monitor and evaluate the work of others, consistent with RF policies and contracts;
- Ability to monitor and manage technical budgets, consistent with RF policies;
- Ability to train technical staff in techniques, applications, practices, etc. of varying complexity;
- Ability to communicate effectively with researchers, and with project RFPD/RFPI/RFPC/SRFRA;
- Knowledge of policies regarding procurement of equipment and services, use of facilities and equipment, allocation of time and materials to project costs, and utilization of IT resources;
- Knowledge of protocols for safe conduct of research, including but not limited to the handling of toxic substances, the study of human subjects, and establishment of safety reporting procedures;



## Qualifications

- A Masters' Degree in an appropriate field of study from an accredited institution and not fewer than two (2) years of experience in the field (the minimum to be specified based on the scope, complexity and duration of the project and the requirements of the sponsor), of which at least one (1) year involved supervising the technical work of others in research similar to scope and complexity of the project; OR,
- A Bachelor's Degree in an appropriate field of study from an accredited institution and not fewer than two (4) years of experience in the field, of which at least one (1) year involved supervising the technical work of others in research similar to scope and complexity of the project; OR,
- Equivalent experience, as evidenced in technical oversight of a research facility or research project of significant scope and complexity, and/or some other significant accomplishment (e.g. significant technical involvement in an important invention/discovery, technical contribution to an acclaimed artistic endeavor, etc.), of which at least one (1) year involved supervising the technical work of others in research similar to scope and complexity of the project; AND
- Willingness to comply with all RF policies and procedures regarding procurement, contracting, staffing, budgeting, safety, reporting, and grants administration as evidenced by signing an attestation at the time of employment; AND
- Possession of the core competencies determined to be required at the time of hire.

**Note:** The RFPD/RFPI may specify that this position requires specific experience, languages, skills, and/or knowledge. Certain physical/lifting requirements may be imposed.

**Note:** This description includes the primary, but not all, responsibilities of this title; a single position may emphasize selected duties and competencies as listed in a Position Vacancy Notice at the time of recruitment; subsequently, additional duties and competencies consistent with the position may be required. At management's discretion, positions in this title may necessitate non-traditional and changeable work schedules, off-site investigation or research, periodic travel, and the acquisition and application of new technology skills.

## RFCUNY JOB DESCRIPTIONS

**RF Title:** RF Research Assistant  
RF Postdoctoral Fellow

**RF Code:** 7500  
7502

**Title Group:** Research

**FLSA Group:** Exempt\*

**EEO Designation:** 2

**Eligible for Collective Bargaining:** Yes

**Salary Grade:** 5– 7, depending on scope and complexity of the project, the assignment, or the qualifications of the incumbent.

\*Minimum Wage for Exempt employees is \$ 50,700

### General Description of Duties and Responsibilities

Under the routine supervision a Senior RF Research Associate or designee, performs simple to moderately complex research, investigation, or analytic activities as part of a research team or working individually; works under varying degrees of supervision depending on the scope and complexity of the project, the assignment, or the qualifications of the incumbent. Works with students on specific assignments. Assists in gathering information for routine reports. Drafts interpretations. Assists in planning meetings, conferences, web-based communication etc. Writes abstracts. Recruits and interviews research participants/subjects. Maintains confidentiality as required by the project or as directed by supervisors. °

### Other Duties

- Assists in training new employees in routine processes;
- Assists technical staff and other research staff in coordinating projects;
- Observes the safe operation of equipment; follows protocols and accurately documents research findings and progress;
- Uses basic-to-complex research equipment/technology appropriate to the project; participates in training on new or upgraded equipment/technology and uses such equipment/technology as appropriate;
- Assists in designing measures, sampling techniques, and instruments to measure results for routine projects;
- Follows protocols for gathering qualitative and/or quantitative data, coding data or information, constructing data bases using specified technology, analyzing data, maintaining data security, and archiving data as needed;
- Keeps accurate, well-organized records;
- Performs the duties of lower level positions as needed; performs other duties as assigned.

### 8dg71 Vh` hVcY`8db eZiZcXZh

- Intellectual understanding of a field of knowledge, or specialty, pertinent to the research area;
- Ability to comprehend and act on assignments of varying complexity;
- Ability to handle multiple assignments of moderate complexity;
- Ability to communicate effectively with other researchers, with supervisors, and with any human subjects in the study;
- Ability to use effectively all basic research equipment and devices standard to the field; ability to use web-based technology, as needed.
- Ability to operate in the computer/statistical environment of the research project;
- Ability to make clear, accurate observations in writing and orally;
- Knowledge of diverse sources for finding information in the field;
- Ability to take direction and work as part of a team as well as independently;
- Ability to work cooperatively with other researchers and with students.

**Qualifications**

- A Ph.D. in an appropriate field of study, or specialty, from an accredited institution, OR
- A Master's Degree in an appropriate field of study, or specialty, from an accredited institution, and at least (1) years of additional research experience pertinent to the scope and complexity of the project, OR
- A Bachelor's Degree from an accredited institution in a field closely applicable to the subject of the project and related research assistant work of at least three (3) additional years duration on closely applicable research; AND
- Possession of the core competencies determined to be required at the time of hire.

**Note:** The RFPD/RFPI may specify that consideration for a grade 5 or 6 will be limited to a Graduate Assistant uniquely qualified in the field of research.

**Note:** The RFPD/RFPI may specify that consideration for a grade 6 or 7 will be limited to a Postdoctoral Fellow uniquely qualified in the field of research.

**Note:** The RFPD/RFPI may specify that either position requires specific experience, languages, skills, and/or knowledge.

**Note:** This description includes the primary, but not all, responsibilities of this title; a single position may emphasize selected duties and competencies as listed in a Position Vacancy Notice at the time of recruitment; subsequently, additional duties and competencies consistent with the position may be required. At management's discretion, positions in this title may necessitate non-traditional and changeable work schedules, off-site investigation or research, periodic travel, and the acquisition and application of new technology skills.

## RFCUNY JOB DESCRIPTIONS

**RF Title:** Senior RF Technician  
RF Technician

**RF Code:** 7600  
7601

**Title Group:** Research

**EEO Designation:** 2

**FLSA Group:** Nonexempt\*  
**Eligible for Collective Bargaining:** Yes

**Salary Grade:** 4 or 5 (Tech); 6 (ST)

### General Description of Duties and Responsibilities

Under the day-to-day supervision of the RF Supervising Technician, or a higher level research manager, applies varying degrees of independent judgment in providing services of a technical nature to research staff. In cooperation with research staff, identifies and recommends for procurement equipment appropriate to the project, within budget specifications; investigates state-of-the-art upgrades or replacements and proposes appropriate repairs and replacements to enhance project performance. Makes repairs and fabrications of varying degrees of complexity; designs solutions; sets up research laboratories and technical support sites. Manages the technical budget within delegated authority and reports routinely to the supervisor on all technical issues.

### Other Duties

- Operates, monitors and examines equipment; cleans and maintains equipment and lab facilities;
- In labs with animals, provides routine care and observes sanitary guidelines; maintains required documentation and performs simple veterinary duties;
- Assists outside contractors hired for equipment maintenance and repair;
- Assists in disposing of outdated or non-functional equipment;
- Coordinates students assigned to periodically perform similar technician tasks;
- Interfaces as needed with IT support staff in resolving issues involving computer hardware or software support of technical equipment;
- Interfaces with vendors regarding equipment performance, warranties, and covered repairs; assists in arranging new equipment training and demonstrations;
- Uses established protocols or reporting systems for maintaining accurate, well-organized inventories of all equipment;
- Observes all established security measures regarding access to equipment, to confidential records, and to software stored in laboratory settings.
- Secures daily the equipment rooms, laboratories, and other areas of technical support;
- Participates in technical staff training and, when qualified, may provide specialized training to other staff on new or upgraded equipment; attends vendor provided or other outside training as assigned and completes certification programs required for equipment essential to the project;
- Observes students assigned to technical support and identifies performance concerns to supervisors;
- Performs the duties of lower level or related positions as needed; performs other duties as assigned.

**For Senior RF Technician (SRFT), in addition to the above:** may be assigned individual technical projects of varying complexity for which the incumbent's training and experience is deemed adequate by the Supervising Technician or by a higher level manager.

### Core Competencies

- Working knowledge of the technical equipment, instrumentation, and laboratory facilities similar to those involved in the project, as evidenced by study, training, certifications, prior technical experience, etc.
- Ability to convey moderately complex technical concepts and processes to senior research administrators, to researchers, and to students;
- Ability to work under deadlines, with changing priorities, and on multiple projects;
- Ability to respond calmly to emergencies and to fashion solutions to technical problems; ability to seek assistance when needed;
- Ability to write clearly and produce/edit accurate, well-organized, and understandable reports;
- Knowledge of basic Federal, state, and local laws and regulations applying to laboratory management and safety, including disposal of wastes;
- Knowledge of major computer software, or software of equivalent complexity, used in technical support of the project;
- Ability to use computer or other systems to accurately log and monitor inventories, to securely store equipment, and to comply with other security protocols;
- Ability to participate in training of varying complexity, and, in turn, train other technical staff or researchers in new or upgraded techniques, applications, practices, etc.;
- Ability to communicate effectively with researchers, supervisors, and students;
- Ability to work on a team as well as independently;
- Knowledge of general principles regarding safe conduct of research, including but not limited to the handling of toxic substances, the study of human subjects, handling of laboratory animals, and establishment of safety reporting procedures.

## **Qualifications**

### **For RF Technician**

- An Associate's Degree in a related field of study from an accredited institution and three (3) years experience performing technical work suitable to the technical needs of the project; OR
- An Bachelor's Degree in a related field of study from an accredited institution and one (1) year experience performing technical work suitable to the technical needs of the project; OR
- Equivalent education and experience, as evidenced in technical work assignments; however all candidates must have a high school diploma or equivalent: AND
- Possession of the core competencies determined to be required at the time of hire.

**For Senior RF Technician:** One additional year of education or experience is required.

**Note:** The RFPD/RFPPI may specify that either position requires specific experience, languages, skills, and/or knowledge. Certain physical/lifting requirements may be imposed.

**Note:** This description includes the primary, but not all, responsibilities of this title; a single position may emphasize selected duties and competencies as listed in a Position Vacancy Notice at the time of recruitment; subsequently, additional duties and competencies consistent with the position may be required. At management's discretion, positions in this title may necessitate non-traditional and changeable work schedules, off-site investigation or research, periodic travel, and the acquisition and application of new technology skills.

## RFCUNY JOB DESCRIPTIONS

**RF Title:** RF Research Intern

**RF Code:** 7700

**Title Group:** Research

**EEO Designation:** 5

**FLSA Group:** Nonexempt

**Eligible for Collective Bargaining:** Yes

**Salary Grade:** 3 – 5 depending on scope and complexity of the assignments and the qualifications of the incumbent.

### General Description of Duties and Responsibilities

Under daily supervision by a Senior RF Research Associate or a higher level research manager, performs routine tasks of low complexity as part of a research team, occasionally working individually. With experience and training, may undertake more complex tasks as directed. Follows written procedures and protocols. Observes basic experiments or processes and keeps accurate records following established guidelines. Fills in forms and drafts simple reports using existing formats as directed.

### Other Duties

- With training, uses basic research equipment/technology appropriate to the project; after participating in additional training may use more complex equipment/technology under frequent direction of other more advanced researchers;
- Codes data following written guidelines; confers on coding issues not covered by guidelines;
- Assists in formulating data bases of low to moderate complexity; performs basic analysis of data using standard research tools or computerized analysis packages;
- Maintains data books; responds to routine questions and data requests;
- Performs literature/information searches using standard reference materials, computerized search sources, or other simple techniques; summarizes pertinent materials; identifies additional research issues and/or findings;
- Follows-up on projects as directed, routinely keeping supervisors informed;
- Follows prepared texts and written guidelines for interviewing research subjects;
- Under direct and frequent supervision, follows written guidelines and all RF policies in the handling of toxic substances, in working with research animals, or in assisting with surveys and other research on human subjects;
- Follows written guideline on safety procedures and in reporting safety violations or accidents;
- Runs errands, delivers materials, and performs other support staff duties as assigned.

### Core Competencies

- Basic understanding of research approaches and techniques;
- Ability to operate simple research equipment and utilize basic computer software related to the field of inquiry;
- Ability to make clear, accurate observations in writing and orally;
- Ability to locate basic sources of information when directed;
- Ability to apply written protocols in gathering information and conducting interviews;
- Ability to take direction and work as part of a team;
- Ability to complete projects on time and report delays;
- Ability to seek assistance when needed;
- Ability to work cooperatively with other researchers.

### Qualifications

- An Associate Degree from an accredited institution in a field generally applicable to the subject of the project, and related work of at least one (1) year duration, which may be concurrent with education; OR
- Equivalent education and experience, including at least one (1) year working in a research environment and performing increasingly responsible tasks assisting senior researchers; however all candidates must have a high school diploma or equivalent.; and
- Possession of the core competencies determined to be required at the time of hire.

**Note:** The RF-PD/RF-PI may specify that the position will be filled by a matriculated undergraduate who has unique qualifications/ experience related to the research project and who possesses the required core competencies

**Note:** This description includes the primary, but not all, responsibilities of this title; a single position may emphasize selected duties and competencies as listed in a Position Vacancy Notice at the time of recruitment; subsequently, additional duties and competencies consistent with the position may be required. At management's discretion, positions in this title may necessitate non-traditional and changeable work schedules, off-site investigation or research, periodic travel, and the acquisition and application of new technology skills.

## RFCUNY JOB DESCRIPTIONS

**RF Title:** RF Research Aide

**RF Code:** 7800

**Title Group:** Research

**EEO Designation:** 5

**FLSA Group:** Nonexempt

**Eligible for Collective Bargaining:** Yes

**Salary Grade:** 3 – 5 depending on scope and complexity of the assignments and the qualifications of the incumbent.

### General Description of Duties and Responsibilities

Under routine supervision by a Senior RF Research Associate or designee, performs routine tasks of a moderate complexity as part of a research team or working individually. With experience, may undertake more complex tasks as directed. Follows written procedures and protocols. Observes experiments or processes of varying complexity and keeps accurate records following established guidelines. Submits reports as directed.

### Other Duties

- Uses basic research equipment/technology appropriate to the project; participates in training on more complex equipment/technology and uses such equipment/technology under direction of other more advanced researchers;
- Codes data following written guidelines; confers on coding issues not covered by guidelines;
- Creates data bases and summary reports of low to moderate complexity; performs analysis of data using standard research tools or computerized analysis packages;
- Drafts interpretations of research findings;
- Responds to routine questions and data requests;
- Performs literature/information searches using standard reference materials, computerized search sources, interviews, or other recognized techniques; summarizes pertinent materials; identifies additional research opportunities and/or critical findings;
- Follows-up as needed on projects, routinely keeping supervisors informed;
- Follows prepared texts and written guidelines for interviewing research subjects;
- Follows written guidelines and all RF policies in the handling of toxic substances, in working with research animals, or in conducting research on human subjects;
- Follows written guideline on safety procedures and in reporting safety violations or accidents;
- May coordinate the work of one or more students on routine tasks or observe the work of students and report on the same;
- Performs the duties of lower level positions as needed; performs other duties as assigned.

### Core Competencies

- General intellectual understanding of the research topic as evidenced by prior study, academic degrees, research, assistance on publications, etc.;
- Ability to operate basic research equipment and utilize basic computer software related to the field of inquiry;
- Ability to apply written protocols in gathering information and conducting interviews;
- Ability to make clear, accurate observations in writing and orally;
- Knowledge of basic sources for finding information in the field;
- Ability to take direction and work as part of a team as well as independently;
- Ability to complete projects on time and anticipate/report delays;
- Ability to seek assistance when needed;
- Ability to work cooperatively with other researchers and with students.

## **Qualifications**

### **For Grade 3**

- A Bachelor's Degree from an accredited institution in a field closely applicable to the subject of the project; OR
- Education and experience equivalent to a BA, working in a research environment and performing increasingly responsible tasks assisting senior researchers; AND
- Possession of the core competencies determined to be required at the time of hire.

### **For Grade 4 or 5**

- A Master's Degree from an accredited institution in a generally related field and related work of at least one (1) year duration on research of general applicability.
- A Bachelor's Degree from an accredited institution in a field closely applicable to the subject of the project and related research assistant work of at least two (2) years duration on closely applicable research; OR
- Education and experience that is equivalent, working in a research environment and performing increasingly responsible tasks assisting senior researchers; AND
- Possession of the core competencies determined to be required at the time of hire.

**Note:** The RFPD/RFPI may specify that either position requires specific experience, languages, skills, and/or knowledge. Certain physical/lifting requirements may be imposed.

**Note:** this description includes the primary, but not all, responsibilities of this title; a single position may emphasize selected duties and competencies as listed in a Position Vacancy Notice at the time of recruitment; subsequently, additional duties and competencies consistent with the position may be required. At management's discretion, positions in this title may necessitate non-traditional and changeable work schedules, off-site investigation or research, periodic travel, and the acquisition and application of new technology skills.



# RFCUNY JOB DESCRIPTIONS

**RF Title:** RF Dean

**RF Code:** 2000

**Title Group:** Instruction and Social Services

**EEO Designation:** 1.1

**FLSA Group:** Exempt\*

**Eligible for Collective Bargaining:** No

**Salary Grade:** 9 -12, depending on scope, complexity, and duration of project.

\*Minimum Wage for Exempt employees is \$ 50,700

## General Description of Duties and Responsibilities

Reporting to a college official, a Board of Directors, or other oversight group, exercises the greatest degree of independent judgment in directing and overseeing all aspects of an Instruction (e.g. Continuing Education) and/or Social Service program, of varying diversity and complexity. Conceives and markets proposals for Instruction and/or Social Service programs; determines the scope and statements of work; develops strategic plans; develops budgets and staffing plans; conducts needs analysis; secures program space and equipment; designs curricula for training or development programs, and establishes standards for the provision of services that comply with the requirements of contract sponsors. Promotes programs and raises funds. Provides intellectual and conceptual leadership to the instructional and professional staff and to students associated with the project. Partners with program sponsors, Grants Officers, college officials, and community groups regarding program implementation, curriculum changes, and academic results, as appropriate. Negotiates with direct service providers. Plans events, conducts meetings and addresses groups. May teach, co-teach classes as needed; may coach and counsel participants as needed.

## Other Duties

- Authors, co-authors, and/or coordinates the development and publication of reports, papers, articles, brochures, handbooks, and other written documents consistent with the contract;
- Contributes to local and national discussion of critical issues;
- Addresses convocations; conducts special events and ceremonies;
- Recruits and staffs positions, provides staff orientation to the needs of the sponsor, oversees time and leave by staff, observes and monitors teaching staff, evaluates staff performance, and takes disciplinary actions when needed, all consistent with RF HR policies;
- Authorizes expenditures, tracks expenses, and operates within budgets consistent with RF policies and sponsor requirements. Maintains related records and submits reports on a timely basis;
- Establishes, when appropriate, delegations of authority for day-to-day oversight of these activities to an Assistant Dean, Assistant Executive Director, Program Administrator, Program Chair, or Senior Director;
- Observes and enforces all RF policies on ownership of intellectual property, use of facilities and equipment, and investigations on human subjects;
- As needed, creates confidentiality protocols and ensures their observance;
- Oversees program completion and final storage/distribution of project records and equipment;
- Performs the duties of lower level positions when necessary; performs other duties as assigned.

## Core Competencies

- Intellectual mastery of a field of knowledge or specialty pertinent to the area of instruction or service, as evidenced in educational attainment, teaching, publication, research, or professional accomplishment; knowledge of cutting-edge research in the field;
- Ability to conceive, author, and market Instruction and/or Social Service Programs consistent with the state-of-the-art knowledge in the field and the requirements of the grant sponsors;
- Ability to form and maintain effective partnerships and alliances;
- Ability to raise funds and/or secure grants;
- Ability to set and meet deadlines and hold others accountable;
- Ability to author and present reports, demonstrations, performances, etc. consistent with the scope and nature of the project and the requirements of the sponsor;
- Knowledge of Federal, state, and local regulations governing aspects of the project;
- Ability to operate and train others in the use of basic technology important to the project;
- Ability to organize, lead, and direct the work of a team of Teachers and Instructors, professional service staff, administrative staff, and support staff in achieving the goals of the program within deadlines and within budget constraints;
- Ability to exercise intellectual leadership in resolving curricula, instructional and program service issues; ability to re-conceive and re-direct programs as needed, maintaining clarity of goals;
- Ability to respect, support, and advocate for the diversity of program participants and staff;
- Ability to recruit, hire, orient, train, direct, and evaluate instructional, professional, administrative and support staff, consistent with RF policies and contracts;
- Ability to develop, monitor, and be accountable for budgets consistent with RF policies;
- Ability to work effectively with staff, associates, and internal and external constituents;
- Ability to communicate effectively with program sponsors, with all staff, with college officials, and with RF administrators responsible for coordinating policies, and, when appropriate, the public; ability to listen and respond to the concerns/ideas of others;

- Knowledge of policies regarding intellectual property, use of facilities and equipment, allocation of time and materials to project costs, and utilization of IT resources.

#### **Qualifications**

- An earned Ph.D. in an appropriate field of study from an accredited institution, and a record of publishing, scholarship, or intellectual leadership in a related field, and not fewer than five to ten (5-10) years of progressively responsible experience in the field, or specialty (the minimum experience to be specified based on the scope, complexity and duration of the project and the requirements of the sponsor), at least three (3) years of which has been managing others in related work; OR
- Equivalent intellectual strength as evidenced in substantial research experience, a collection of juried publications in the field, and/or other significant accomplishments (e.g. significant participation in important inventions/discoveries, acclaimed artistic endeavors, etc.), and an equivalent professional record of successfully creating, leading, and administering related instructional or service programs, conducting needs analysis, designing curricula or administrative systems, and/or working with diverse adult populations, AND
- Possession of the core competencies determined to be required at the time of hire; AND  
Timely availability to begin and direct the project; AND
- Willingness to comply with all RF policies and procedures regarding staffing, budgeting, safety, reporting, and grants administration as evidenced by signing an attestation at the time of employment.

**Note:** A Ph.D. may be specified as a minimum requirement by the college President or governing Board; specific experience, skills, languages, and/or knowledge may also be required or preferred.

**Note:** This description includes the primary, but not all, responsibilities of this title; a single position may emphasize selected duties and competencies as listed in a Position Vacancy Notice at the time of recruitment; subsequently, additional duties and competencies consistent with the position may be required. At management's discretion, positions in this title may necessitate non-traditional and changeable work schedules, off-site program service delivery, periodic travel, and the acquisition and application of new technology skills.

# RFCUNY JOB DESCRIPTIONS

**RF Title:** RF Program Chair  
RF Program Director

**RF Code:** 2100  
2101

**Title Group:** Instruction and Social Services (ISS)

**FLSA Group:** Exempt\*

**EEO Designation:** 1.2

**Eligible for Collective Bargaining:** No

**Salary Grade:** 8-10, depending on scope and complexity of program and/or the qualifications of the incumbent.

\*Minimum Wage for Exempt employees is \$ 50,700

## General Description of Duties and Responsibilities

In a project of significant size covering more than one academic discipline or program specialty, under the general direction of the Project Administrator, Senior Director, or higher level supervisor. Directs and oversees the delivery of instructional or professional services of a specific program or department. May assist in conceiving and marketing proposals for Instruction (e.g. Continuing Education) and Social Service programs. Consistent with the scope and statements of work, creates curricula and program service standards; implements strategies for delivery of instruction and for provision of program services. Maintains state-of-the-art knowledge of developments in the field, including technological advances. Provides intellectual and conceptual leadership to the instructional and professional staff and to graduate and undergraduate students associated with the program. May teach courses; lead workshops; coach and counsel participants.

## Other Duties

- Authors and oversees electronic and hard copy publication of articles, newsletters, brochures, and reports consistent with the contract.
- Assists in arranging convocations, special events, and ceremonies; addresses groups;
- Develops departmental budgets and staffing plans. In cooperation with other Chairs or Program Directors, conducts needs analyses and devises inter-departmental solutions;
- Identifies needs for instructional space and equipment.
- Assists in communicating with sponsors, college officials, and other groups on program implementation, curriculum changes, and academic results, as appropriate.
- Directs and monitors all instructional and professional staff in the department; recruits and recommends staff for hiring, provides staff orientation to the needs of the sponsor, oversees time and leave by staff, observes and monitors teaching and service delivery staff, and recommends evaluations of staff performance. Recommends disciplinary actions when needed, all consistent with RF HR policies.
- Authorizes expenditures within delegated authority, tracks expenses, and operates within budgets consistent with RF policies and sponsor requirements. Maintains related records and submits reports on a timely basis.
- Observes and enforces all RF policies on ownership of intellectual property, use of facilities and equipment, and investigations on human subjects.
- As needed, creates confidentiality protocols and ensures their observance.
- Assists with program completion and final storage/distribution of project records and instructional supplies and equipment;
- Performs the duties of lower level positions when necessary; performs other duties as assigned.

## Core Competencies

- Intellectual mastery of a field of knowledge or specialty pertinent to the area of instruction or service, as evidenced in educational attainment, teaching, publication, research, or professional accomplishment; knowledge of cutting-edge research in the field;
- Ability to assist in conceiving, authoring, and marketing an Instruction or Social Service Program consistent with the state-of-knowledge in the field and consistent with the requirements of the grant sponsors;
- Ability to author, publish, and present reports, statistical summaries, demonstrations, performances, etc. consistent with the scope and nature of the project and the requirements of the sponsor;
- Ability to operate, and train others in the use of, basic instructional and administrative technology;
- Ability to organize and direct the work of a team of professionals in achieving the goals of the program within deadlines and within budget constraints;
- Ability to exercise intellectual leadership in resolving curricula, instructional, and administrative issues; ability to identify and recommend improvements in program activities;
- Ability to respect, support and advocate for the diversity of program participants and staff;
- Ability to recruit, orient, train, direct, observe and evaluate instructional, professional, administrative, and support staff, consistent with RF policies and contracts;
- Ability to administer budgets consistent with RF policies;
- Ability to communicate effectively orally and in writing, one-on-one and with groups;
- Ability to work effectively with staff, associates, and internal and external constituents;
- Ability to communicate effectively with program sponsors, with all staff, with college officials, and with RF administrators responsible for coordinating policies, and, when appropriate, the public; ability to listen and respond to the concerns/ideas of others;
- Knowledge of policies regarding intellectual property, procurement and use of facilities and equipment, allocation of time and materials to project costs, and utilization of IT resources;
- Knowledge of protocols for safety, and establishment of safety reporting procedures.

## Qualifications

- An earned Ph.D. in a related field from an accredited institution, and a record of publishing, scholarship, or intellectual leadership in a related field, and not less than four to eight (4-8) years of related professional experience (the minimum experience to be specified based on the scope, and complexity of the project), at least two (2) years of which has been in a managerial or supervisory capacity; OR
- A Master's Degree in an appropriate field of study from an accredited institution, and not fewer than five to ten (5-10) years of progressively responsible experience administrating related programs and working in an educational or social service capacity with diverse adult student populations (the minimum experience to be specified based on the scope, and complexity of the project), at least two (2) years of which has been in a managerial or supervisory capacity; OR
- Equivalent intellectual strength as evidenced in research experience, a collection of juried publications in the field, and/or other significant accomplishments (e.g. significant participation in important inventions/discoveries, acclaimed artistic endeavors, etc.), and an equivalent professional record of successfully creating, leading, and administering related instructional or service programs, conducting needs analysis, designing curricula or administrative systems, and/or working with diverse adult populations, AND
- Possession of the core competencies determined to be required at the time of hire; AND
- A willingness to comply with all RF policies and procedures regarding staffing, budgeting, safety, reporting, and grants administration as evidenced by signing an attestation at the time of employment.

**Note:** A Ph.D. may be specified as a minimum requirement by the RF Dean or RF Executive Director; specific experience, skills, languages, and/or knowledge may be required or preferred.

**Note:** This description includes the primary, but not all, responsibilities of this title; a single position may emphasize selected duties and competencies as listed in a Position Vacancy Notice at the time of recruitment; subsequently, additional duties and competencies consistent with the position may be required. At management's discretion, positions in this title may necessitate non-traditional and changeable work schedules, off-site service delivery, periodic travel, and the acquisition and application of new technology skills.

## RFCUNY JOB DESCRIPTIONS

<b>RF Title:</b>	Asst. RF Dean	<b>RF Code:</b> 2200
	Asst RF Exec. Dir.	2201
	Project Administrator	2202
	Senior Director	2203

**Title Group:** Instruction and Social Services (ISS)

**FLSA Group:** Exempt\*

**EEO Designation:** 1.2

**Eligible for Collective Bargaining:** No

**Salary Grade:** 8-10, depending on scope and complexity of program and/or the qualifications of the incumbent.

\*Minimum Wage for Exempt employees is \$ 50,700

### General Description of Duties and Responsibilities

Under the general supervision of the RF Dean or RF Executive Director, oversees major components of a Instructional (e.g. Continuing Education) or Social Service program, of varying diversity and complexity. Assists in developing and marketing proposals for such programs; collaborates in the development and implementation of program models and curricula; leads and administers programs within the scope and statements of work; develops budgets and staffing plans; oversees the conduct of program needs analysis and the delivery of services; schedules facility utilization and procures equipment; and ensures that curricula/program designs are implemented consistent with the requirements of contract sponsors. Coordinates fund raising, grant solicitation, and program promotional efforts. Organizes and facilitates special events and ceremonies. Communicates with sponsors, college officials, and community groups regarding program implementation, curriculum revisions, budgets, and other issues, as appropriate. Develops linkages with related organizations and agencies; represents the program with government agencies at varying levels. May teach classes and coach or counsel program participants / clients.

### Other Duties

- Directs and monitors day-to-day work of instructional and/or administrative staff;
- Conducts site visits.
- Authors and oversees electronic and hard copy publication of articles, newsletters, brochures, and reports consistent with the contract.
- Addresses convocations; conducts special events and ceremonies;
- Recommends, acquires, and oversees distribution of resource materials.
- Recruits and staffs positions, provides staff orientation to the needs of the sponsor, creates work schedules, trains and develops staff, oversees time and leave by staff, monitors and evaluates staff performance, and takes disciplinary actions when needed, all consistent with RF HR policies.
- Hires and evaluates consultants.
- Authorizes expenditures, tracks expenses, and insures operation within budgets consistent with RF policies and sponsor requirements.
- Establishes systems of records and maintains related records.
- May delegate day-to-day oversight of these activities to a subordinate Program Administrator, Director, Supervisor, or RF Chair.
- Observes and enforces all RF policies on ownership of intellectual property, procurement and use of facilities and equipment, and investigations on human subjects. As needed, creates confidentiality protocols and ensures their observance.
- Assists in overseeing program completion and final storage/distribution of project records and equipment.
- Performs the duties of lower level positions when necessary; performs other duties as assigned.

### Core Competencies

- Intellectual understanding of a field of knowledge, or specialty, pertinent to the of instruction or service, as evidenced in educational attainment, teaching, publication, research, or professional accomplishment;
- Ability to develop and market programs, raise funds, and secure grants;
- Ability to respond effectively to the requirements of the grant sponsors;
- Ability to author, publish, and present reports, statistical summaries, demonstrations, performances, etc. consistent with the scope and nature of the project and the requirements of the sponsor;
- Ability to operate, and train others in the use of, basic instructional and administrative technology;
- Ability to organize and direct the work of a team of professionals in achieving the goals of the program within deadlines and within budget constraints;
- Knowledge of Federal, state, and local regulations governing aspects of the project;
- Knowledge of community resources and program-related data sources;
- Ability to communicate and partner with government agencies, community groups and other groups related to the project;
- Ability to respect, support and advocate for the diversity of program participants and staff;
- Ability to recruit, hire, orient, train, direct, and evaluate competent instructional, professional, administrative, and support staff, consistent with RF policies and contracts;
- Ability to develop and monitor budgets consistent with RF policies;
- Ability to work effectively with staff, associates, and internal and external constituents;
- Ability to communicate effectively with program sponsors, with all staff, with college officials, and with RF administrators responsible for coordinating policies, and, when appropriate, the public; ability to listen and respond to the concerns/ideas of others;

- Knowledge of policies regarding intellectual property, procurement and use of facilities and equipment, allocation of time and materials to project costs, and utilization of IT resources;
- Knowledge of protocols for safety, and establishment of safety reporting procedures.

#### **Qualifications**

- A Ph.D. in a related field from an accredited institution, and not less than four to eight (4-8) years of progressively responsible experience administrating related programs and working in an educational or social service capacity with diverse adult student populations (the minimum experience to be specified based on the scope, and complexity of the project), at least two (2) years of which have been in a managerial or supervisory capacity; OR
- A Master's Degree in an appropriate field of study from an accredited institution, and not fewer than five to ten (5-10) years of progressively responsible experience administrating related programs and working in an educational or social service capacity with diverse adult student populations (the minimum experience to be specified based on the scope, and complexity of the project), at least two (2) years of which has been in a managerial or supervisory capacity; OR
- Equivalent intellectual strength as evidenced in substantial research experience, a collection of juried publications in the field, and/or other significant accomplishments (e.g. significant participation in important inventions/discoveries, acclaimed artistic endeavors, etc.), and an equivalent professional record of successfully creating, leading, and administering related instructional or service programs, conducting needs analysis, designing curricula or administrative systems, and/or working with diverse adult populations, AND
- Possession of the core competencies determined to be required at the time of hire; AND
- Timely availability to begin and direct the project; AND
- Willingness to comply with all RF policies and procedures regarding staffing, budgeting, safety, reporting, and grants administration as evidenced by signing an attestation at the time of employment.

**Note:** A Ph.D. may be specified as a minimum requirement by the RF Dean or RF Executive Director; specific experience, skills, languages, and/or knowledge may be required or preferred.

**Note:** This description includes the primary, but not all, responsibilities of this title; a single position may emphasize selected duties and competencies as listed in a Position Vacancy Notice at the time of recruitment; subsequently, additional duties and competencies consistent with the position may be required. At management's discretion, positions in this title may necessitate non-traditional and changeable work schedules, off-site service delivery, periodic travel, and the acquisition and application of new technology skills.

# RFCUNY JOB DESCRIPTIONS

**RF Title:** RF Dean

**RF Code:** 2300

**Title Group:** Instruction and Social Services (ISS)

**EEO Designation:** 2

**FLSA Group:** Exempt\*

**Eligible for Collective Bargaining:** Yes

**Salary Grade:** 5-11 depending on the qualifications of the incumbent.

\*Teachers are not subject to minimum wage for Exempt positions.

## General Description of Duties and Responsibilities

Under the general supervision of the RF Dean, RF Program Chair, or other higher level official, provides instruction, coaching, and or other professional development activities in a particular field of learning to students, typically adult learners, in groups of varying sizes. Conducts classes individually or as part of an instructional team, sometimes in concentrated formats, possibly in sequences with atypical time-lapses, or in other patterns dictated by the curricula design and/or needs of the sponsor. May conduct classes in sponsor-based work-sites or in other remote locations. Following curricula guidelines, develops instructional plans and prepares instructional materials; uses and incorporates prescribed materials as requested. Utilizes traditional as well as state of the art delivery methods. May be required to deliver workshops on-line using web technology, in real time or asynchronous, or utilizing distant-learning strategies; workshops may be recorded for later transmission. Assists in developing and administering assessment tools. Conducts needs analysis.

## Other Duties

- Specifies equipment and support needs well in advance; confirms schedules, room assignments and equipment availability prior to each class;
- Assumes responsibility for managing the instructional session and responds in a professional manner to any student needs/ requests.
- With the concurrence of the supervisor modifies instructional plans and approaches in response to feedback.
- Secures equipment at the end of a session consistent with department policy and/or notifies responsible personnel.
- Evaluates student progress using established procedures.
- Reports problems on a timely basis.
- Writes reports;
- Complies with department deadlines. Submits timesheets and other administrative reports as required.
- Submits teaching outlines and assignment samples in advance when asked.
- In consultation with other instructional staff, formulates ideas for program improvements and recommends these to program managers; attends staff meetings.
- Leads a team or works independently in the development of a new curricula and of instructional materials in response to identified student needs or sponsor guidelines; coordinates with other learning specialists;
- Maintains up-to-date knowledge of the field by participating in professional activities internal and external to the program; writes and publishes professional articles and papers;
- Debriefs supervisors and sponsors on request and following completion of a program;
- Performs the duties of lower level positions when necessary; performs other duties as assigned.

## Core Competencies

- Ability to plan and organize instruction, demonstrations, or performances of relevant material;
- Ability to develop and utilize supporting instructional materials (including but not limited to those involving AV, computer software, role-plays, diagnostic tests, etc.);
- Ability to respond effectively to feedback and adjust teaching strategies and materials in order to motivate students and to respond to student needs;
- Ability to deliver instruction effectively, both orally and in writing;
- Ability to utilize web-based technology when appropriate for responding to participant questions, providing coaching, teaching on line, etc.
- Ability to listen and respond effectively to sponsor concerns and interests;
- Ability to work and teach independently as well as part of a team;
- Ability to manage the classroom environment, including in off-site locations.
- Appreciation and support of the diversity and varying learning styles of adult participants.

## For Grade 5 – 9: In addition to the above

- Intellectual strength in a field of knowledge as evidenced in educational attainment, publishing or performance, or an equivalent record of accomplishment.
- Ability to integrate new theories, practices, inventions, or techniques relevant to the subject into standard instructional materials.

**For Grades 10 - 11: In addition to the above**

- Intellectual mastery of a field of knowledge or practice as evidenced in educational attainment, publishing or performance.
- Ability to develop and utilize new theories, practices, inventions, or techniques relevant to the subject;
- Ability to lead a team of instructors and provide intellectual guidance to other instructors.

**Qualifications**

- An Master's Degree from an accredited institution in a field relevant to the subject and four (4) years designing and delivering courses, preferably to diverse groups of adults, OR
- An equivalent record of professional and intellectual accomplishment, AND
- Possession of the core competencies determined to be required at the time of hire.

**For Appointment at Grade 7 – 9,** the candidate must have an additional two (2) years related experience above the minimum.

**For Appointment at Grade 10 -11,** the candidate must have and additional four (4) years of related experience above the minimum.

**Note:** a Ph.D. in a relevant field may substitute for up to two (2) years of the required experience.

**Note:** The RF Dean or other higher level official may require a particular degree, certification, second language, experience, or skill depending on the content of the program or the needs of the sponsor.

**Note:** This description includes the primary, but not all, responsibilities of this title; a single position may emphasize selected duties and competencies as listed in a Position Vacancy Notice at the time of recruitment; subsequently, additional duties and competencies consistent with the position may be required. At management's discretion, positions in this title may necessitate non-traditional and changeable work schedules (e.g. evenings and weekends), off-site service delivery, periodic travel, and the acquisition and application of new technology skills.



# RFCUNY JOB DESCRIPTIONS

**RF Title:** Grant Sponsored Instructor

**RF Code:** 2400

**Title Group:** Instruction and Social Services (ISS)

**FLSA Group:** Exempt Instructors may be paid on an hourly basis without losing exempt status.\*

**EEO Designation:** 2

**Eligible for Collective Bargaining:** Yes

**Salary Grade:** 5 – 7

\*Instructors are not subject to minimum wage for Exempt positions.

## General Description of Duties and Responsibilities

Under the general supervision of the RF Dean, RF Program Chair, or other higher level official, provides instruction in a particular field of learning to students, typically adult learners, in groups of varying sizes, and typically in specialized, basic, or general interest subjects. Utilizes personal work experience, creative accomplishments, life experience or academic training to enrich course curricula. Utilizes traditional as well as state of the art delivery methods. May be required to deliver classes or training sessions on-line using web technology, in real time or asynchronous, or utilizing distant-learning strategies; sessions may be recorded for later transmission. Following curricula guidelines, develops instructional plans and materials; uses and incorporates prescribed materials as requested. Conducts classes, sometimes in concentrated formats, possibly in sequences with atypical time-lapses, or in other patterns dictated by the curricula design and/or needs of the sponsor. Conducts classes in sponsor-based work-sites or in other remote locations.

## Other Duties

- Specifies equipment and support needs well in advance; confirms schedules, room assignments and equipment availability prior to each class; takes responsibility for managing the instructional session and responds in a professional manner to any student needs/ requests;
- Assumes responsibility for managing the instructional session and responds in a professional manner to any student needs/ requests;
- With the concurrence of a higher level supervisor, modifies instructional plans and approaches in response to feedback;
- Secures equipment at the end of a session consistent with department policy and/or notifies responsible personnel;
- Collects session evaluations using established formats;
- Reports problems on a timely basis;
- Writes reports;
- Complies with department deadlines; submit time-sheets as required;
- Participates in sessions to generate ideas for program improvements and attends staff meetings;
- Submits course outlines and samples in advance to the RFPD/RFPA/RFPC when asked;
- Debriefs the supervisor and/or sponsor following completion of a program;
- Performs the duties of lower level positions when necessary; performs other duties as assigned.

## Core Competencies

- Ability to plan and organize instruction, demonstrations, or performances of relevant material; ability to integrate work and professional expertise into courses;
- Ability to develop and utilize supporting instructional materials (including but not limited to those involving AV, computer software, role-lays, diagnostic tests, etc.);
- Ability to respond effectively to feedback and adjust teaching strategies and materials in order to motivate students and to respond to student needs;
- Ability to utilize work and life experiences to enrich program content;
- Ability to deliver instruction effectively, both orally and in writing;
- Ability to utilize web-based technology when appropriate for responding to participant questions, providing coaching, teaching on line, etc.
- Ability to listen and respond effectively to sponsor concerns and interests;
- Ability to work and teach independently as well as part of a team;
- Ability to manage the classroom environment, even in off-site locations.
- Appreciation of the diversity and varying learning styles of adult participants.

## For Grade 5 or 6: In addition to the above

- Intellectual and/or experiential strength in a subject or practice as evidenced in educational attainment, publishing, work experience, life experience, training experience, or artistic performance.
- Ability to integrate new theories, concepts, practices, inventions, or techniques relevant to the subject into standard instructional materials.
- Ability to use effectively basic interactions, role-plays, simulations, and group processes, handling routine class situations with professional skill and ease

**For Grade 7: In addition to the above**

- Intellectual and/or experiential mastery of a subject or practice as evidenced in educational attainment, publishing, work experience, life experience, training experience, or artistic performance.
- Ability to develop and apply new theories, concepts, practices, inventions, or techniques relevant to the subject;
- Ability to model the material being taught through exceptional performance, accomplishment, or publications.
- Ability to design and lead effective student interactions, role-plays, simulations, and group processes, handling complex and challenging situations with professional skill and ease.

**Qualifications**

- An Master's Degree from an accredited institution in a field relevant to the subject and one (1) year designing and delivering courses, preferably to diverse groups of adults, OR
- An equivalent record of professional and intellectual accomplishment, AND
- Possession of the core competencies determined to be required at the time of hire.

**For Appointment at Grade 5 – 7**, the candidate must have an additional two (2) years related experience above the minimum.

**For Appointment at Grade 7**, the candidate must have an additional four (4) years of related experience above the minimum.

**Note:** A Ph.D. in a relevant field may substitute for up to two (2) years of the required experience.

**Note:** The RF Dean or other higher level official may require a particular degree, certification, second language, skill, or experience depending on the content of the program or the needs of the sponsor.

**Note:** This description includes the primary, but not all, responsibilities of this title; a single position may emphasize selected duties and competencies as listed in a Position Vacancy Notice at the time of recruitment; subsequently, additional duties and competencies consistent with the position may be required. At management's discretion, positions in this title may necessitate non-traditional and changeable work schedules, off-site service delivery, periodic travel, and the acquisition and application of new technology skills.

## RFCUNY JOB DESCRIPTIONS

**RF Title:** ISS Counselor/Coach/Case Worker

**RF Code:** 2500

**Title Group:** Instruction and Social Services

**FLSA Group:** Exempt\*

**EEO Designation:** 2

**Eligible for Collective Bargaining:** Yes

**Salary Grade:** 5-6, depending on the complexities of the assignments or the qualifications of the incumbent.

\*Minimum Wage for Exempt employees is \$ 50,700

### **General Description of Duties and Responsibilities**

Under the day-to-day supervision of a Senior Specialist or a higher level supervisor, applies some independent judgment in providing social services or support service of a specialized or technical nature to clients, students, a relevant target community, parent groups, instructional staff, and administrative staff. Designs and leads intermittent workshops, seminars, tours, etc. in areas of specialization. Meets with individual participants. Researches and prepares reports, collects and analyzes data, drafts manuals, drafts policies and procedures, creates forms, makes presentations, and keeps confidential records. Utilizes sponsor reporting and tracking systems when required. Researches and drafts grant proposals. Organizes field trips and off-site cultural events. Makes home visits and work site visits. Coordinates with community programs and services. Makes appropriate student referrals. Carries out plans for ceremonies, job fairs, etc. of varying size and complexity.

### **Other Duties**

- Interfaces as needed with support staff from various college offices in resolving issues involving student needs or technical issues;
- Interfaces with vendors regarding instructional materials, equipment performance, training, and demonstrations;
- Recruits, trains, and coordinates peer mentors and tutors;
- Facilitates parent/custodian support groups;
- Collaborates with others to develop special client service/informational activities, e.g. career days, health awareness, etc.
- Uses established protocols or reporting systems for maintaining accurate, well-organized inventories of all materials and equipment.
- Observes established security measures regarding access to confidential records;
- Participates in technical staff training and, when qualified, may provide specialized training to other staff on new learning theories, protocols, or on upgraded equipment.
- Maintains libraries of up-to-date career and post-secondary school information;
- Attends outside training as assigned and completes certification programs essential to the project;
- On occasion, as qualified, performs the work of another specialty in this title (e.g. a Case Worker may perform duties of a Counselor, when qualified);
- Performs the duties of lower level positions when necessary; performs other duties as assigned.

**Counselor/Coach, in addition to the above:** provides individual and group career and job counseling, both in person and using Web technology. Documents participant meets eligibility requirements for programs. Monitors learning readiness assessments, and progress in various programs to address participant needs. Evaluates tutorial needs and makes referrals. Keeps appropriate confidential records. Trains/coaches clients in various life skills, work readiness competencies, ESL improvements, etc. Assist participants individually or in small groups to develop appropriate job search strategies.

Identifies and recommends adaptive equipment and learning tools for disabled, atypical, or otherwise challenged participants. Administers and interprets assessments on standardized tests, when qualified.

**Case Worker/Coach, in addition to the above:** Serves as an ombudsman for participants, utilizing assessment information, making appropriate follow ups and making referrals. Coaches clients during the orientation and assessment phases of programs. Conducts assessment interviews and evaluates employability of individual participants. Provides clients with supportive services to assure receipt of designated benefits. Coordinates the selection of a work-site assignment that is consistent with client skills, expressed interests, and results on various standardized skills tests. Conducts client conferences to provide guidance, information and referrals that will support client efforts to comply with program attendance and participation requirements. Takes appropriate action when client's do not comply with program requirements.

Maintains communication with work-site supervisors to keep track of performance of assigned clients as well as to solve problems arising from participation in work-site assignments. Participates in employment site-based teams. Maintains contact with instructors regarding skills needed for anticipated employment openings.

Assists in analyzing employment benefit packages and impact on other benefit eligibility. Coordinates the work of peer tutors. Assists students using on-line and in-person tutorials, as appropriate.

Provides feedback to supervisors and instructors on areas of student learning difficulty. Identifies and reduces barriers to disabled students; assists in coordinating with college services.

Tracks participants' progress and compiles and maintains retention data. Utilizes technology and software mandated by work sponsor. Drafts work program assessments.

### **Core Competencies**

- Working knowledge of an information, learning, counseling or coaching specialty as evidenced by study, training, or certifications; and by prior instructional, counseling, or technical experience;
- Ability to maintain confidentiality of student records, as appropriate;
- Ability to convey simple to somewhat complex concepts and processes to clients, peers, senior administrators, instructors, students, a relevant target community, and parent groups;
- Ability to work under deadlines, with changing priorities;
- Ability to respond calmly to emergencies and to fashion solutions to student, administrative, or technical problems; ability to seek assistance when needed;
- Ability to establish community networks and deal effectively with community groups;
- Ability to write clearly and produce/edit accurate, well-organized, and understandable reports;
- Knowledge of pertinent Federal, state, and local laws and regulations governing the area of specialization;
- Knowledge of major computer software, or software of equivalent complexity, used in the learning/counseling environment or in technical support of the project;
- Ability to use computer or other systems to accurately log and monitor inventories, to securely store equipment, and to comply with other security protocols;
- Ability to participate in training of moderate complexity, and, in turn, train others in new or upgraded theories, techniques, applications, practices, etc.;
- Ability to communicate effectively; ability to listen and respond to the concerns/ideas of others;
- Ability to work on a team, as well as work independently.

### **Qualifications**

- A Bachelors' Degree in a directly related field of study from an accredited institution, an appropriate certification of specialization, and no fewer than three (3) years of progressively responsible experience of related work; OR,
- An advanced degree in a related field of study from an accredited institution, an appropriate certification of specialization, and one (1) year experience performing responsible related work; AND
- Possession of the core competencies determined to be required at the time of hire.

**Note:** As determined by the Director, additional specific training, academic degrees, experience, skills, certifications, second languages, and/or knowledge may be required.

**Note:** This description includes the primary, but not all, responsibilities of this title; a single position may emphasize selected duties and competencies as listed in a Position Vacancy Notice at the time of recruitment; subsequently, additional duties and competencies consistent with the position may be required. At management's discretion, positions in this title may necessitate non-traditional and changeable work schedules, off-site service delivery, periodic travel, and the acquisition and application of new technology skills.

## RFCUNY JOB DESCRIPTIONS

**RF Title:** Grant Sponsored Instructional Aide

**RF Code:** 2600

**Title Group:** Instruction and Social Services (ISS)

**EEO Designation:** 5

**FLSA Group:** Nonexempt

**Eligible for Collective Bargaining:** Yes

**Salary Grade:** 3-4, depending on responsibilities.

### General Description of Duties and Responsibilities

Under the day-to-day supervision of a higher level supervisor and the daily guidance for a specific instructional program by a Teacher, Instructor, or Workshop Leader, provides paraprofessional support services to an instructional program, workshop, educational demonstration, artistic performance, or other instructional activity. Researches and obtains supporting materials for the course as directed. Assists with obtaining and operating routine technology support in the classroom. May assist in delivering an on-line program as directed. Creates hand-outs and/or Web attachments.

### Other Duties

- Assists in recruiting, screening, and enrolling participants using established guidelines;
- Identifies and refers inappropriate enrollments to the supervisor;
- Greets and provides information to students;
- Collects, prepares and distributes instructional materials;
- Participates as directed in role-plays or other classroom exercises in support of the instructor;
- Assists in administering diagnostic tests or may proctor examinations;
- Keeps records, takes attendance, secures equipment after use, returns rented or borrowed materials, takes notes or minutes, prepares charts or documents, distributes and collects materials;
- Introduces guests or speakers;
- Records sessions using audio or video equipment;
- Arranges space, orders food, signs for deliveries, receives invoices, etc.
- Grades papers using a grade key;
- Debriefs with Instructor at conclusion of program;
- Attends staff meetings and actively participates in staff development activities.
- Performs other duties as assigned.

### Core Competencies

- Ability to organize diverse activities and manage multiple projects at once, observing schedules, budgets, and RF policies;
- Ability to keep accurate records and maintain libraries of materials;
- Knowledge and of standard instructional technology and routine office computer software; ability to use word processing, spreadsheet , and presentation software;
- Ability to respond to emergencies with calm and clarity;
- Ability to work with diverse groups and provide excellent customer service;
- Ability to communicate effectively individually and with groups, orally and in writing (including use of computer software).

### Qualifications

- An Associates Degree from an accredited institution, or equivalent, and at least two (2) years paid experience working with instructional support activities in a clerical or paraprofessional capacity; OR
- A Bachelor's Degree, AND
- Possession of the core competencies determined to be required at the time of hire.

**Note:** this description includes the primary, but not all, responsibilities of this title; a single position may emphasize selected duties and competencies as listed in a Position Vacancy Notice at the time of recruitment; subsequently, additional duties and competencies consistent with the position may be required. At management's discretion, positions in this title may necessitate non-traditional and changeable work schedules (e.g. evenings and weekends), off-site service delivery, periodic travel, and the acquisition and application of new technology skills.

## RFCUNY JOB DESCRIPTIONS

**RF Title:** ISS Program/Learning/Technical Aide

**RF Code:** 2700

**Title Group:** Instruction and Social Services (ISS)

**FLSA Group:** Nonexempt

**EEO Designation:** 5

**Eligible for Collective Bargaining:** Yes

**Salary Grade:** 3-4, depending on responsibilities.

### General Description of Duties and Responsibilities

Under day-to-day supervision and daily guidance for a program delivering social services or support services to clients, provides paraprofessional support services to a social service program, demonstration project, training curriculum, or other service-oriented activity. Researches and obtains supporting materials for the program as directed. Assists in producing informational materials, handbooks, etc. in hard copy or as Web documents. Assists with events, ceremonies, conferences, etc.

### Other Duties

- Arranges meeting space, orders food service, signs for deliveries, receives invoices, etc.
- Collects small fees or charges, issues receipts, makes deposits, and records transactions;
- Makes routine purchases and maintains inventories;
- Conducts tours and simple informational presentations from prepared materials;
- Keeps logs and records; organizes and maintains libraries of materials;
- Performs the duties of lower level positions and other duties as assigned.

**Program/Learning Aide, in addition to the above:** Assists in administering diagnostic pre-post tests or to participants. Keeps routine and confidential records, arranges equipment for meetings and demonstrations, returns rented or borrowed materials, takes notes or minutes, prepares charts or documents, distributes and collects materials. Provides routine liaison with community and student groups. Catalogs learning resources using prescribed methods. May assist in recruiting, screening, and enrolling participants the programs and activities using established guidelines. Assists with financial aide processing; maintains registration records. Responds to student questions and refers complex matters to supervisor. Identifies and refers inappropriate enrollments to the supervisor. Schedules meetings and activities for various groups, including students; monitors facility use. May accompany Case Worker on calls or visits.

**Technical Aide, in addition to the above:** Assists in acquiring and maintaining basic equipment; sets up and monitors equipment used for presentations, meetings, courses, etc. Provides basic and emergency technical support to users. Prepares basic web-pages, simple on-line materials, and other routine e-solutions for communicating with participants/clients/staff. Staffs help desk.

### Core Competencies

- Ability to organize diverse activities and manage multiple projects at once, observing schedules, budgets, and RF policies;
- Ability to keep accurate records and maintain libraries of materials;
- Knowledge of standard meeting/conferencing/presentation technology and software;
- Knowledge of office computer software commensurate with the specialized tasks performed;
- Ability to respond to emergencies with calm and clarity;
- Ability to work with diverse groups and provide excellent customer service;
- Ability to communicate effectively individually and with groups, orally and in writing (including using technology)

### Qualifications

- An Associates Degree or equivalent, and at least two (2) years paid experience working with instructional support activities in a clerical or paraprofessional capacity, OR
- A Bachelor's Degree, AND
- Possession of the core competencies determined to be required at the time of hire.

**Note:** This description includes the primary, but not all, responsibilities of this title; a single position may emphasize selected duties and competencies as listed in a Position Vacancy Notice at the time of recruitment; subsequently, additional duties and competencies consistent with the position may be required. At management's discretion, positions in this title may necessitate non-traditional and changeable work schedules, off-site service delivery, periodic travel, and the acquisition and application of new technology skills.

## RFCUNY JOB DESCRIPTIONS

<b>RF Title:</b> Senior Supervisor Program/Learning Specialist	<b>RF Code:</b> 2800
Senior Supervisor Counselor	2801
Senior Supervisor Administrative/Technical Specialist	2802
Senior Coordinator (Project/Region)	2803

**Title Group:** Instruction and Social Services (ISS)

**FLSA Group:** Exempt\*

**EEO Designation:** 2

**Eligible for Collective Bargaining:** No

**Salary Grade:** 6 or 7, depending on scope and complexity of program and/or the qualifications of the incumbent.

\*Minimum Wage for Exempt employees is \$ 50,700

### General Description of Duties and Responsibilities

Under the general supervision of the Assistant RF Dean, Assistant RF Executive Director, Program Administrator, RF Program Chair, Senior Director or a higher level program manager, applies considerable independent judgment in supervising the provision of services of a specialized or technical nature to students, a relevant target community, parent groups, instructional staff, and administrative staff. Researches and prepares reports, collects and analyzes data, drafts manuals, drafts policies and procedures, makes presentations, and keeps confidential records. Utilizes sponsor reporting and tracking systems when required. Researches and drafts grant proposals. Assists with recruiting participants, Monitors and evaluates pilot and on-going programs, and insures outcome goals are met. Meets with sponsors; conducts focus groups. Coordinates with governmental agencies, schools, relevant community groups, college groups, and academic departments. Interfaces as needed with support staff from various college offices in resolving issues involving staff or student needs, technical issues, and facility issues. Interfaces with vendors regarding instructional materials, equipment, training, and demonstrations.

### Other Duties Applicable to All

- Recruits and recommends hires, assigns and monitors work, oversees time and leave, drafts performance evaluations of subordinate staff, recommends discipline as needed.
- Participates in staff training and orients and trains other professional staff, peer educators, peer mentors, tutors, etc.;
- May create original documents in other languages or translate or direct the translation of other materials into other languages;
- Completes certification programs as assigned;
- Directs the recruitment and work of volunteers, interns, tutors, and other part-time staff.
- Coordinates the work of consultants;
- Proposes and monitors budgets for unit;
- Facilitates and attends meetings;
- Uses established protocols or reporting systems for maintaining accurate, well-organized inventories of all materials and equipment;
- Observes all established security measures regarding access to equipment, to confidential records, and to software stored in laboratory settings; secures daily the equipment rooms, laboratories, and other areas of technical support;
- Plans and assists with special events; facilitates meetings, colloquia, and events pertinent to the area of specialization;
- Conducts individual projects of considerable complexity for which the incumbent's training and experience is deemed adequate by the supervising manager;
- Performs the duties of lower level positions when necessary; performs other duties as assigned.

**Senior Supervisor: Program/Learning Specialist, in addition to the above:** Supervises the development of curricula, including addressing subjects such as learning disabilities and learning styles. Supervises the development and administration of assessment tools and identifies needs for revisions in curricula. Conducts needs analysis; designs and modifies curricula to meet student needs. Coordinates with instructional staff on the acquisition and development of learning materials, including multimedia and Web-based content. Supervises participant outreach and facilitation efforts. Oversees applicant/participant screening processes. Supervises employer outreach and participant placement; coordinates career guidance. Arranges and sometimes leads workshops in specialized areas of need and provides feedback to instructors on areas of learning difficulty.

**Senior Supervisor: Counselor, in addition to the above:** Supervises career, job counseling, and job readiness programs; arranges workshops in various specialized areas of need; and monitors participant assessments and programs to address participant needs. With proper qualifications, administers and interprets various standardized tests. Designs and sometimes leads workshops on topics such as work readiness concerns/skills. Coordinates counseling with other college and community services. Identifies and recommends adaptive equipment and learning tools for disabled or otherwise challenges participants. When professionally qualified, provides direct counseling services of a psychological nature to individuals or groups.

**Senior Supervisor: Administrative Specialist, in addition to the above:** Supervises one or more service delivery programs for a wide-range of client groups; manages day to day operations, organizes and reorganizes delivery protocols; adjusts workloads of subordinate staff in response to changing program demands; schedules and monitors receipt of services by clients; rectifies processing and other service delivery problems; orients staff to changing mandates.

**Senior Supervisor: Technical Specialist, in addition to the above:** Identifies for procurement and directs staff in the installation and operation of equipment appropriate to specialized learning needs; investigates state-of-the-art upgrades or replacements and proposes appropriate repairs and replacements to enhance learning; supervises various learning laboratories and establishes guidelines for safety; eliminates safety problems. Directs peer tutoring programs for labs. Establishes protocols for equipment loans to staff and students. Monitors student progress in labs with individualized learning plans. Supervises the work of other technicians. May assist outside contractors hired for equipment maintenance and repair; disposes of outdated or non-functional equipment consistent with RF policies. Coordinates with MIS/IT in the transformation of program content to Web-based content; coordinates with faculty in the development of interactive learning applications. Organizes and monitors help desk services for lab users.

**Senior Coordinator: Project/Region Coordinator, in addition to the above:** Oversees the delivery of comprehensive services to a diverse client group, possibly overlapping many geographic areas and boroughs of the City; conducts periodic site visits to assess program progress and quality; provides technical assistance and other corrective actions as needed; assists in the development and implementation of project protocols and policies to address needs as they arise.

### **Core Competencies**

- Expert knowledge of a learning, counseling, administrative or technical specialty as evidenced by study, training, certifications, prior instructional, counseling, or technical experience, etc.;
- Ability to work effectively with staff, associates, and internal and external constituents;
- Ability to communicate effectively with and convey simple to complex concepts, processes, and practices to peers, supervisors, students, sponsors, administrators, and, when appropriate, the public; ability to listen and respond to the concerns/ideas of others;
- Ability to work under deadlines, with changing priorities, and on multiple projects;
- Ability to respond calmly to emergencies and to fashion solutions to student, administrative, or technical problems; ability to seek assistance when needed;
- Ability to write clearly and produce/edit accurate, well-organized, and understandable reports;
- Knowledge of pertinent Federal, state, and local laws and regulations governing the area of specialization;
- Knowledge of major computer software, or software of equivalent complexity, used in the learning/counseling environment or in technical support of the project;
- Knowledge of fundamentals of asynchronous and distance learning;
- Ability to apply creative and technical knowledge to development of interactive learning applications;
- Ability to use computer or other systems to accurately log and monitor inventories, to securely store equipment, and to comply with other security protocols;
- Ability to participate in training of varying complexity, and, in turn, train others in new or upgraded theories, techniques, applications, practices, etc.;
- Ability to communicate effectively across diverse populations, orally and in writing;
- Ability to coordinate the work of others on a team, as well as work independently.

### **Qualifications**

- A Master's Degree in a related field of study from an accredited institution, an appropriate certification of specialization, and four (4) years experience performing responsible related work, of which one year (1) involved supervising the related work of others; OR
- A Bachelors' Degree in a directly related field of study from an accredited institution, an appropriate certification of specialization, and no fewer than five (5) years of progressively responsible experience of related work, of which one year (1) involved supervising the work others; OR
- Equivalent education and experience in a related field and a record of significant accomplishment; AND
- Possession of the core competencies determined to be required at the time of hire; AND
- Willingness to comply with all RF policies and procedures regarding staffing, budgeting, safety, reporting, and grants administration as evidenced by signing an attestation at the time of employment.

**Note:** As determined by the RF Dean or RF Executive Director, additional specific training, academic degrees, experience, skills, languages, and/or knowledge may be required.

**Note:** This description includes the primary, but not all, responsibilities of this title; a single position may emphasize selected duties and competencies as listed in a Position Vacancy Notice at the time of recruitment; subsequently, additional duties and competencies consistent with the position may be required. At management's discretion, positions in this title may necessitate non-traditional and changeable work schedules, off-site service delivery, periodic travel, and the acquisition and application of new technology skills.



## RFCUNY JOB DESCRIPTIONS

**RF Title:** ISS Program Technical Specialist  
(use for Actor, Liaison, Evaluator)

**RF Code:** 3003

**Title Group:** Instruction and Social Services (ISS)

**FLSA Group:** Exempt\*

**EEO Designation:** 2

**Eligible for Collective Bargaining:** Yes

**Salary Grade:** 5-6, depending on the complexities of the assignments or the qualifications of the incumbent.

\*Minimum Wage for Exempt employees is \$ 50,700

### General Description of Duties and Responsibilities

Under the day-to-day supervision of the Senior Supervisor or a higher level program manager, applies some independent judgment in providing social services or support service of a specialized or technical nature to clients, students, a relevant target community, parent groups, instructional staff, and administrative staff. Assists in developing program models or technical support to meet sponsor mandates and insures applications are consistent with program models. Assists in participant recruitment and outreach. Utilizes sponsor reporting and tracking systems when required. Assists in researching and drafting grant proposals. Assists in planning and conducting various events, ceremonies, job fairs, etc.

### Other Duties

- Interfaces as needed with support staff from various college offices in resolving issues involving student needs or technical issues.
- Meets with individual participants.
- Researches and prepares reports, collects and analyzes data, drafts manuals, writes newsletters, drafts policies and procedures, creates forms, makes presentations, and keeps confidential records.
- Uses established protocols or reporting systems for maintaining accurate, well-organized inventories of all materials and equipment.
- Observes established security measures regarding access to equipment, to confidential records, and to software stored in laboratory settings.
- Secures daily the equipment rooms, laboratories, and other areas of technical support.
- Attend outside training as assigned and completes certification programs essential to the project.
- Performs the duties of lower level positions when necessary; performs other duties as assigned.

**Technical Specialist, in addition to the above:** Assists in developing technical applications for instructional and program use, including e-services; provides skilled services integrating multi media approaches to the use of instructional/service program technology. Records and edits. Follows protocols in distributing and tracking loaned equipment and software to staff and students. Operates and demonstrates equipment appropriate to specialized learning needs; trains staff and students in safety protocols; proposes appropriate repairs and replacements and makes minor repairs; organizes and operates various learning laboratories; may assist outside contractors hired for equipment maintenance and repair; assists in disposing of outdated or non-functional equipment. Maintains Web sites and oversees aesthetic design; assists in transforming program content to Web-based content; assists faculty in developing interactive leaning applications. In cooperation with other technical or learning specialists, operates a leaning laboratory in support of educational programs. Oversees peer tutoring programs in labs. Operates a help desk.

Conducts specialized data analysis and employ standardized statistical software; may create and maintain data sets for the program; may assist other specialists with qualitative and quantitative analysis; maintains quality control of program data bases; consults as needed with RFMIS/IT staff; may assist in writing technical portions of reports and proposals.

### Core Competencies

- Working knowledge of an information as evidenced by study, training, certifications, prior technical experience, etc.
- Ability to communicate effectively with and convey simple to complex concepts, processes, and practices to peers, supervisors, students, sponsors, administrators, a relevant target community, and parent groups; ability to listen and respond to the concerns/ ideas of others;
- Ability to work under and meet deadlines, with changing priorities;
- Ability to respond calmly to emergencies and to fashion solutions to student, administrative, or technical problems; ability to seek assistance when needed;
- Ability to establish community networks and deal effectively with community groups;
- Ability to write clearly and produce/edit accurate, well-organized, and understandable reports;
- Knowledge of pertinent Federal, state, and local laws and regulations governing the area of specialization;
- Knowledge of community resources and networks of support for programs;
- Knowledge of major computer software, or software of equivalent complexity, used in the learning/counseling environment or in technical support of the project;
- Knowledge of asynchronous and distance learning technology applications;
- Ability to troubleshoot computer/communication problems involving a range of media technology;
- Ability to use computer or other systems to accurately maintain records, log and monitor inventories, to securely store equipment, and to comply with other security protocols;

- Ability to apply creative and technical knowledge to development of interactive learning applications;
- Ability to work on a team, as well as work independently.

**Qualifications**

- A Bachelors' Degree in a directly related field of study from an accredited institution, an appropriate certification of specialization, and no fewer than three (3) years of progressively responsible experience of related work; OR,
- An advanced degree in a related field of study from an accredited institution, an appropriate certification of specialization, and no less than one (1) year experience performing responsible related work; AND
- Possession of the core competencies determined to be required at the time of hire.

**Note:** As determined by the RF Executive Director or other higher level officer, additional specific training, academic degrees, experience, skills, certifications, second languages, and/or knowledge may be required.

**Note:** This description includes the primary, but not all, responsibilities of this title; a single position may emphasize selected duties and competencies as listed in a Position Vacancy Notice at the time of recruitment; subsequently, additional duties and competencies consistent with the position may be required. At management's discretion, positions in this title may necessitate non-traditional and changeable work schedules, off-site service delivery, periodic travel, and the acquisition and application of new technology skills.

## RFCUNY JOB DESCRIPTIONS

**RF Title:** ISS Training Specialist  
(use for Tutor, Coach)

**RF Code:** 3002

**Title Group:** Instruction and Social Services (ISS)

**FLSA Group:** Exempt\*

**EEO Designation:** 2

**Eligible for Collective Bargaining:** Yes

**Salary Grade:** 5-6, depending on the complexities of the assignments or the qualifications of the incumbent.

\*Training Specialists are not subject to minimum wage for Exempt positions

### General Description of Duties and Responsibilities

Under the day-to-day supervision of the Senior Supervisor of a higher level program manager, applies some independent judgment in providing learning services of a specialized or technical nature to clients, students, a relevant target community. Assists in developing program models or technical support to meet sponsor mandates and insures applications are consistent with program models. Assists in participant recruitment and outreach. Designs and leads intermittent workshops, seminars, etc. in areas of specialization and at various sites. Utilizes sponsor reporting and tracking systems when required. Assists in researching and drafting grant proposals. Assists in planning and conducting various events, ceremonies, job fairs, etc.

### Other Duties

- Interfaces as needed with support staff from various college offices in resolving issues involving student needs or technical issues.
- Interfaces with vendors regarding instructional materials, equipment performance, training, and demonstrations.
- Meets with individual participants.
- Recommends, acquires, and develops instructional/program print and technology-based resources;
- Uses established protocols or reporting systems for maintaining accurate, well-organized inventories of all materials and equipment.
- Observes established security measures regarding access to equipment, to confidential records, and to software stored in laboratory settings.
- Secures daily the equipment rooms, laboratories, and other areas of technical support.
- Participates in technical staff training and, when qualified, may provide specialized training to other staff on new learning theories, protocols, or on upgraded equipment.
- Attend outside training as assigned and completes certification programs essential to the project.
- Performs the duties of lower level positions when necessary; performs other duties as assigned.

**In addition to the above:** Teaches learning strategies; teaches or assists instructors with ESL and GED programs. Reviews and screens applications; conducts interviews and conducts reference checks. Assists in orientation and student facilitation efforts and facilitates parent/custodian groups. Drafts program assessments; assists in employer outreach, job creation, job referral and placement, career guidance, etc. Organizes internship programs. Prepares workshops on job readiness and job retention skills. Coordinates examination preparation workshops. Organizes field trips and off-site cultural and recreational events. Compiles and maintains retention data. In administering programs with fees, may oversee billing and collection of fees. Coordinates the work of peer tutors. Coordinates with other college and community services to support participants.

Oversees development of workshops on learning disabilities and learning styles. Provides feedback to supervisors and instructors on areas of student learning difficulty. Identifies and reduces barriers to disabled students; assists in coordinating with college services. Uses learning inventories to create individualized learning plans.

Creates and preserves archives of program materials, learning libraries, and other written, photographed, taped, and artistic materials; using appropriate technology; creates legal copies; catalogs materials. Coordinates collections with college librarians and other professionals as required; observes safety and confidentiality policies.

### Core Competencies

- Working knowledge of an information, learning, counseling or technical specialty as evidenced by study, training, certifications, prior instructional, counseling, or technical experience, etc.
- Ability to communicate effectively with and convey simple to complex concepts, processes, and practices to peers, supervisors, students, sponsors, administrators, a relevant target community, and parent groups; ability to listen and respond to the concerns/ideas of others;
- Ability to work under and meet deadlines, with changing priorities;
- Ability to respond calmly to emergencies and to fashion solutions to student, administrative, or technical problems; ability to seek assistance when needed;
- Ability to establish community networks and deal effectively with community groups;
- Ability to write clearly and produce/edit accurate, well-organized, and understandable reports;
- Knowledge of pertinent Federal, state, and local laws and regulations governing the area of specialization;
- Knowledge of community resources and networks of support for programs;
- Knowledge of major computer software, or software of equivalent complexity, used in the learning/counseling environment or in technical support of the project;

- Knowledge of asynchronous and distance learning technology applications;
- Ability to apply creative and technical knowledge to development of interactive learning applications;
- Ability to participate in training of moderate complexity, and, in turn, train others in new or upgraded theories, techniques, applications, practices, etc.;
- Ability to work on a team, as well as work independently.

**Qualifications**

- A Bachelors' Degree in a directly related field of study from an accredited institution, an appropriate certification of specialization, and no fewer than three (3) years of progressively responsible experience of related work; OR,
- An advanced degree in a related field of study from an accredited institution, an appropriate certification of specialization, and no less than one (1) year experience performing responsible related work; AND
- Possession of the core competencies determined to be required at the time of hire.

**Note:** As determined by the RF Executive Director or other higher level officer, additional specific training, academic degrees, experience, skills, certifications, second languages, and/or knowledge may be required.

## RFCUNY JOB DESCRIPTIONS

**RF Title:** Workshop Leader

**RF Code:** 3000

**Title Group:** Instruction and Social Services (ISS)

**FLSA Group:** Exempt\*

**EEO Designation:** 2

**Eligible for Collective Bargaining:** Yes

**Salary Grade:** 2

\*Workshop Leaders are not subject to minimum wage for Exempt positions

### General Description of Duties and Responsibilities

Under the supervision of a RF Dean, RF Program Chair or other higher level official, typically uses standardized curricula or highly specific learning objectives to deliver basic academic or administrative workshops, frequently of several days in length or less. Applies personal knowledge and experience of the subject as appropriate in amplifying materials and designing exercises.

Workshops may be a stand-alone program or part of a larger course or program. Workshops may be of varying size groups in one or more locations. May also conduct one-on-one tutorials in response to identified needs. May be required to deliver workshops on-line using web technology, in real time or asynchronous, or utilizing distant-learning strategies; workshops may be recorded for later transmission.

### Other Duties

- Supplies outlines and course plans in advance;
- Creates hand-outs and/or Web attachments;
- Suggests on request standards for participation by students
- May recruit, screen, and enroll participants using established guidelines;
- Refers inappropriate enrollments to the supervisor;
- Obtains measures of student knowledge pre-and-post workshop.
- Debriefs supervisors and sponsors on request and following completion of a program.
- Performs the duties of lower level positions when necessary; performs other duties as assigned.

### Core Competencies

- Substantial knowledge of a particular subject specific to the workshop;
- Ability to organize and deliver a focused and specific instruction using established curricula or objectives;
- Ability to utilize existing supporting instructional materials (including but not limited to those involving AV, computer software, role-plays, diagnostic tests, etc.);
- Ability to respond effectively to feedback and adjust teaching strategies and materials in order to motivate students and to respond to student needs;
- Ability to deliver basic instruction effectively, both orally and in writing;
- Ability to utilize web-based technology when appropriate for responding to participant questions or leading workshops on line, etc.;
- Ability to manage the classroom environment, even in off-site locations;
- Ability to present material in a concentrated fashion;
- Appreciation of the diversity and varying learning styles of adult participants;
- Ability to communicate effectively individually and with groups, orally and in writing.

### Qualifications

- A Bachelor' Degree from an accredited institution and at least one (1) year experience working, teaching, writing, or performing in an area directly related to the subject or the workshop, OR
- A similar record of education, accomplishment or experience, AND
- Possession of the core competencies determined to be required at the time of hire.

**Note:** As determined by the supervisor, a particular degree, certification, second language, experience, or skill may be required or preferred, depending on the content of the program or the needs of the sponsor.

**Note:** When a position of workshop leader requires expert knowledge of a field or significant experience in a field that cannot be compensated within this title, the position of CE Teacher or CE Instructor on a part time basis may be used instead. Workshops may also be led by Specialists or staff serving in other professional, managerial, or supervisory titles as part of their work duties.

**Note:** This description includes the primary, but not all, responsibilities of this title; a single position may emphasize selected duties and competencies as listed in a Position Vacancy Notice at the time of recruitment; subsequently, additional duties and competencies consistent with the position may be required. At management's discretion, positions in this title may necessitate non-traditional and changeable work schedules (e.g. evenings and weekends), off-site service delivery, periodic travel, and the acquisition and application of new technology skills.

# RFCUNY JOB DESCRIPTIONS

**RF Title:** ISS Training Specialist  
(use for Tutor, Coach)

**RF Code:** 4306

**Title Group:** Instruction and Social Services (ISS)

**FLSA Group:** Exempt\*

**EEO Designation:** 1.1

**Eligible for Collective Bargaining:** No

**Salary Grade:** 8-10, depending on scope and complexity of program and/or the qualifications of the incumbent.

\*Minimum Wage for Exempt employees is \$ 50,700

## General Description of Duties and Responsibilities

Reporting to an RF Dean, or, other higher level officer, and exercising considerable independent judgment, researches and disseminates information on government and private sector grants availability and guidelines for application within a department or unit. Establishes and maintains appropriate Federal, state and local governmental agency contacts and corporate contacts for sponsored programs in order to oversee the implementation of grant. Oversees general grants management activities of the unit. May be responsible for, or coordinate with others in being responsible for, monitoring and insuring compliance with research regulations.

## Other Duties

- Establishes budget review processes and documents project progress review processes;
- Acts as resource and, at times, liaison between the program and the sponsoring agency or corporation throughout implementation and progress of the program;
- Works closely with legal advisors, including the RF Central Office, on such issues and opportunities as technology transfer and intellectual property.
- Tracks other government and institution regulated matters such as human subject research protocols, laboratory animal protocols, and bio-safety issues.
- Serves on committees and convenes groups as needed.
- Develops and implements procedures and formats for report generation.
- Supervises the collection and analysis of statistical and other quantitative data: oversees the use of standard data collection and statistical techniques to produce comprehensive reports;
- Provides professional and technical support to project staff in the collection and analysis of other research data and information important to the contract;
- Coordinates with the RF in assuring all mandated procedures and policies are followed;
- Coordinates with the Field Services Officer of the RF to resolve various business and HR issues and to assist with staff training;
- Recruits, hires, and directs the training of new office staff; oversees the supervision of staff; determines work plans, sets goals and objectives, and determines performance standards; evaluates employee performance against written standards; rewards and corrects performance as needed.
- Participates in relevant professional activities and personal development in the business field;
- Performs other duties as assigned.

## Core Competencies

- Expert knowledge of the field of grants proposal and sponsored program or research administration
- Expert knowledge of various government agency and corporate sponsored program requirements and practices;
- Expert knowledge of the research regulatory environment and the requirements for compliance;
- Ability to be an entrepreneur in developing new sources of sponsorship and grant funding;
- Knowledge of key office technology and expert knowledge of software for tracking sponsored programs;
- Ability to work independently and to lead a team;
- Ability to relate college mission to funding goals and opportunities;
- Ability to set priorities and adjust strategies to changing needs;
- Ability to work effectively with staff, associates, and internal and external constituents;
- Ability to communicate effectively with diverse constituencies; ability to explain complex concepts to professional college staff, college officials, RF administrators, and, when appropriate, the public; ability to listen and respond to the concerns/ ideas of others;
- Ability to resolve sponsor concerns, making timely and effective decisions;
- Knowledgeable about policy review, data collection, statistical evaluation of data, and strategies for conveying results to users;
- Knowledgeable about legal requirements and institutional policy regarding human subject research, laboratory animal protocols, and bio-safety procedures;
- Ability to manage full time and part time staff;
- Ability to recruit, hire, train, direct, monitor, evaluate, and reward, competent staff; ability to discipline staff when necessary.
- Skilled in negotiating contracts and budget modifications.

**Qualifications**

- A Bachelor' Degree from an accredited institution and at least one (1) year experience working, teaching, writing, or performing in an area directly related to the subject or the workshop, OR
- A similar record of education, accomplishment or experience, AND
- Possession of the core competencies determined to be required at the time of hire.

**Note:** The President may require an advanced degree as a minimum requirement; specific experience, skills, languages, certifications, credentials and/or knowledge may also be required.

**Note:** This description includes the primary, but not all, responsibilities of this title; a single position may emphasize selected duties and competencies as listed in a Position Vacancy Notice at the time of recruitment; subsequently, additional duties and competencies consistent with the position may be required. At management's discretion, positions in this title may necessitate non-traditional and changeable work schedules, off-site service delivery, periodic travel, and the acquisition and application of.

## RFCUNY JOB DESCRIPTIONS

<b>RF Title:</b>	Contract Administration Associate	<b>RF Code:</b> 4200
	Budget Analyst	4201
	Procurement Supervisor	4203
	Publications Supervisor	4204

**Title Group:** Administrative Services

**FLSA Group:** Exempt\*

**EEO Designation:** 2

**Eligible for Collective Bargaining:** No

**Salary Grade:** 7-8, depending on scope and complexity of program and/or the qualifications of the incumbent.

\*Minimum Wage for Exempt employees is \$ 50,700

### General Description of Duties and Responsibilities

Reporting to the Senior Director, or to a higher level officer, and exercising independent judgment, implements plans to achieve the goals and objectives of the unit (e.g. Budget and Finance, Procurement, Publishing, Grant Management, etc.) Researches and resolves multiple and often complex assignments. Sets priorities in a timely and efficient manner. In collaboration with the unit director, identifies short term and long term unit objectives. Oversees staff in administering routine program activity. Initiates frequent liaison with the program staff and the sponsor to coordinate related reporting and management systems for all offices and program sites, using the sponsor's technology/software when required. Communicates with counterparts in the RF-Central Administration on specific matters related to the area of responsibility; observes all policies and mandated procedures. Consistent with RF policies and other delegations of authority, communicates with contracted program service providers or vendors regarding fulfillment of obligations; liaises with sponsoring local and State agencies regarding related activities. Directs the monitoring and tracking of program progress. Implements improvements in processes. Confers with the Senior Director regarding the complex issues and policy-relevant issues.

### Other Duties

- Researches, drafts, and formats reports of considerable complexity using innovative techniques and formats;
- Directs staff projects and reviews and edits reports drafted by staff;
- Collects and analyzes quantitative and qualitative information of varying complexity;
- Develops and maintains spreadsheets; reviews and revises spreadsheets maintained by staff;
- Works closely with others in administrative and program units to prepare, publish and distribute comprehensive reports appropriate for agency decision making;
- Establishes record keeping protocols and procedures to insure the security of the units computer and confidential files;
- Provides professional and technical support to project staff;
- Responds to requests and inquiries in a timely and thorough manner;
- Participates in professional development activities;
- Performs related tasks.
- Assists in recruiting, screening, hiring and training employees; assigns and monitors work, orients and trains professional staff, oversees time and leave, complies with performance management policies, drafts performance evaluations of subordinate staff, recommends related personnel actions;
- Supervises unit staff regarding day-to-day activities; meets frequently with staff regarding project status updates;
- Directs the recruitment and work of volunteers and interns;
- Facilitates and attends meetings.
- Performs the duties of lower level positions when necessary; performs other duties as assigned.

**Budget and Finance, in addition to the above:** Manages multiple accounts. Reviews processed state and city funding applications for approval; provides expert technical assistance regarding state and local fiscal guidelines; serves as a liaison to providers regarding program budgets; insures timely responses to agency budget issues; assists programs in processing budget modifications per funding guidelines. Prepares billings and handles vendor inquiries. Oversees ledgers and reconciliations.

**Procurement, in addition to the above:** Directs the acquisition, distribution and inventory of all equipment, furniture and supplies purchased for offices and program sites. Identifies the most cost effective and efficient modes of procurement. Insures the accurate and proper processing of all purchase requests, maintenance of inventories, payment of invoices, and reconciliation of unpaid invoices. Implements and monitors e-systems. Establishes guidelines for processing payments for reimbursement of staff out-of-pocket expenditures and monitors payments. Establishes guidelines for processing consultant and service contracts. Reviews and approves contractual documents.

**Publications, in addition to the above:** Conceptualizes, edits, illustrates, graphically lays out, proofs, arranges for publication, and disseminates printed and electronic publications of varying complexity and size. Works consultatively with writers and contributors; insures style consistency; specifies papers, typefaces, colors, designs, Web screens, etc. Deals directly with printers, distributors, and web technicians to meet deadlines and quality standards. Uses traditional as well as current publishing technology to write material, create illustrations and graphics, convert data and spreadsheets to easily comprehensible graphs and charts; make presentations, etc. Maintains libraries of printing, paper, ink, and software samples.



**Grants Management, in addition to the above:** Assists in the research and dissemination of information on government and private grants availability and guidelines for application. Disseminates and trains research faculty and staff in policies governing the specific grant and monitors and insures compliance within the department.

### **Core Competencies**

- Expert knowledge of major office computer and spreadsheet software related to field of work;
- Ability to work effectively with staff, associates, and internal and external constituents;
- Ability to communicating effectively with diverse constituencies; ability to explain complex concepts to professional college staff, college officials, RF administrators, and other staff in non-business areas; ability to listen and respond to the concerns/ideas of others;
- Ability to apply creative and state-of-the-art solutions to assignments;
- Ability to treat diverse clients with respect;
- Ability to respond calmly to complex and urgent issues;
- Ability to organize and administer complex systems; ability to observe and manage details; and ability to manage multiple priorities;
- Ability to work independently and as a team member;
- Ability to develop and manage effective tracking and monitoring systems.
- Working knowledge of public sector or non-profit funding policies, budgetary structures, procurement procedures, and bidding processes;
- Ability to recruit, hire, train, direct, monitor, evaluate, and reward competent staff; ability to discipline staff when necessary;
- Ability to conduct research on related topics and to manipulate complex statistical information.

### **Qualifications**

- Master's Degree in a related field from an accredited institution and two (2) years administrative, progressively responsible experience, of which at least one (1) year entailed working with state or local government processes for budgeting, expenditures, human resources, grants management, and/or procurement, preferably in a social service or non-profit organization, and at least one (1) year supervising the work of others in a related area, OR
- A Bachelor's Degree in a related field from an accredited institution and three (3) years related administrative, progressively responsible experience, of which at least one (1) year entailed working with state or local government processes for budgeting, expenditures, human resources, grants management, and/or procurement, preferably in a social service or non-profit organization, and at least one (1) year supervising the work of others in a related area; OR
- Associates Degree in a related field from an accredited institution and six (6) years related administrative, progressively responsible experience of which at least two (2) years entailed working with state or local government processes for budgeting, expenditures, human resources, procurement, grants management, and /or publishing, preferably in a social service or non-profit organization, and at least two (2) years supervising the work of others in a related area, AND
- Possession of the core competencies determined to be required at the time of hire; AND
- Willingness to comply with all RF policies and procedures regarding staffing, budgeting, safety, reporting, and grants administration as evidenced by signing an attestation at the time of employment.

**Note:** The RF Dean or the RF Executive Director may require an advanced degree as a minimum requirement; specific experience, skills, languages, certifications, credentials and/or knowledge may also be required or preferred.

**Note:** This description includes the primary, but not all, responsibilities of this title; a single position may emphasize selected duties and competencies as listed in a Position Vacancy Notice at the time of recruitment; subsequently, additional duties and competencies consistent with the position may be required. At management's discretion, positions in this title may necessitate non-traditional and changeable work schedules, off-site service delivery, periodic travel, and the acquisition and application of new technology skills.

# RFCUNY JOB DESCRIPTIONS

**RF Title:** Assistant Director

**RF Code:** 4305

**Title Group:** Administrative Services

**FLSA Group:** Exempt\*

**EEO Designation:** 1.2

**Eligible for Collective Bargaining:** No

**Salary Grade:** 6-8, depending on scope and complexity of program and/or the qualifications of the incumbent.

\*Minimum Wage for Exempt employees is \$ 50,700

## General Description of Duties and Responsibilities

Reporting to the Senior Director, or to a higher level officer, and exercising independent judgment, implements plans to achieve the goals and objectives of the unit or program. Researches and resolves multiple and often complex assignments. Sets priorities in a timely and efficient manner. Assists the director in designing and implementing programs and projects of the unit and oversees staff in administering program activities.

## Other Duties

- Researches, drafts, and formats reports of considerable complexity using innovative techniques and formats;
- Directs staff projects and reviews and edits reports drafted by staff;
- Collects and analyzes quantitative and qualitative information of varying complexity;
- Establishes record keeping protocols and procedures to insure the security of the units computer and confidential files;
- Responds to requests and inquiries in a timely and thorough manner;
- Participates in professional development activities;
- Performs related tasks.
- Assists in recruiting, screening, hiring and training employees; assigns and monitors work, orients and trains professional staff, oversees time and leave, complies with performance management policies, drafts performance evaluations of subordinate staff, recommends related personnel actions;
- Supervises unit staff regarding day-to-day activities; meets frequently with staff regarding project status updates;
- Directs the recruitment and work of volunteers and interns;
- Facilitates and attends meetings.
- Performs the duties of lower level positions when necessary; performs other duties as assigned.

## Core Competencies

- Expert knowledge of major office computer software related to field of work;
- Ability to work effectively with staff, associates, and internal and external constituents;
- Ability to communicating effectively with diverse constituencies. Ability to apply creative and state-of-the-art solutions to assignments;
- Ability to treat diverse clients with respect;
- Ability to respond calmly to complex and urgent issues;
- Ability to work independently and as a team member;
- Ability to develop and manage effective tracking and monitoring systems.
- Ability to recruit, hire, train, direct, monitor, evaluate, and reward competent staff; ability to discipline staff when necessary;

## Qualifications

- Master's Degree in a related field from an accredited institution and three (3) years administrative, progressively responsible experience, of which at least one (1) year entailed working with state or local government processes for budgeting, expenditures, human resources, and/or procurement, preferably in a social service or non-profit organization, and at least one (1) year supervising the work of others in a related area, OR
- A Bachelor's Degree in a related field from an accredited institution and four (4) years related administrative, progressively responsible experience, of which at least one (1) year entailed working with state or local government processes for budgeting, expenditures, human resources, and/or procurement, preferably in a social service or non-profit organization, and at least one (1) year supervising the work of others in a related area; OR
- Associates Degree in a related field from an accredited institution and six (6) years related administrative, progressively responsible experience of which at least two (2) years entailed working with state or local government processes for budgeting, expenditures, human resources, procurement, and /or publishing, preferably in a social service or non-profit organization, and at least two (2) years supervising the work of others in a related area, AND
- Possession of the core competencies determined to be required at the time of hire; AND
- Willingness to comply with all RF policies and procedures regarding staffing, budgeting, safety, reporting, and grants administration as evidenced by signing an attestation at the time of employment.

**Note:** The RF Dean or the RF Executive Director may require an advanced degree as a minimum requirement; specific experience, skills, languages, certifications, credentials and/or knowledge may also be required or preferred.

**Note:** This description includes the primary, but not all, responsibilities of this title; a single position may emphasize selected duties and competencies as listed in a Position Vacancy Notice at the time of recruitment; subsequently, additional duties and competencies consistent with the position may be required. At management's discretion, positions in this title may necessitate non-traditional and changeable work schedules, off-site service delivery, periodic travel, and the acquisition and application of new technology skills.

## RFCUNY JOB DESCRIPTIONS

**RF Title:** Contract Administration Assistant  
(use for Job Developer, Evaluator, Recruiter)  
Procurement Assistant  
Publications Assistant

**RF Code:** 4400  
4403  
4404

**Title Group:** Administrative Services

**FLSA Group:** Exempt\*

**EEO Designation:** 2

**Eligible for Collective Bargaining:** Yes

**Salary Grade:** 5-6, depending on scope and complexity of program and/or the qualifications of the incumbent.

\*Minimum Wage for Exempt employees is \$ 50,700

### General Description of Duties and Responsibilities

Reporting to a Contract Administration Associate, the Senior Director, or to a higher level officer, and exercising independent judgment, assists in implementing plans to achieve the goals and objectives of the unit (e.g. Procurement, Publishing). Handles a somewhat complex assignment by observing established priorities in a timely and efficient manner. Assists in providing liaison with the sponsor to coordinate related reporting and management systems for all offices and program sites, using the sponsor's technology/software when required. From time to time communicates with counterparts in the RF-Central Administration on a specific matter or with contracted program service providers or vendors regarding fulfillment of a specific obligation.

### Other Duties

- Researches and drafts reports of moderate complexity using standard formats;
- Collects and analyzes statistical and other quantitative data, including measures of project performance and quality control;
- Develops and maintains spreadsheets;
- Generates monthly and quarterly reports as assigned; works closely with others in administrative and program units to draft special, comprehensive reports appropriate for agency decision making;
- Keeps records safely and follows procedures to insure the security of the unit's computer and confidential files.
- Installing and training staff in related software;
- Responds to requests and inquiries in a timely and thorough manner;
- Monitoring and tracking program progress, observing and assessing varying milestones.
- Recommends improvements in processes.
- Refers unresolved issues and policy relevant issues to the supervisor.
- Participates in training and other professional development activities as assigned.
- Performs the duties of lower level positions when necessary; performs other duties as assigned.

**Procurement, in addition to the above:** Assists in the acquisition, distribution and inventory of all equipment, furniture and supplies purchased for offices and program sites, utilizing standard procedures. Using established procedures, accurately and properly processes purchase requests, maintains inventories, processes payments of invoices, and reconciles unpaid invoices. Processes payments for reimbursement of staff out-of-pocket expenditures subject to guidelines and with the approval of the supervisor. Processes forms and related paperwork on consultant and service contracts. Based on contractual documents, tracks contract payments, work accomplishment, and expiration dates of contracts.

**Publications, in addition to the above:** Enters copy; converts basic spreadsheet data to graphs and charts; develops simple illustrations; oversees production of routine lay-outs and graphics; prints out or electronically distributes and collects proofs; maintains production calendars and follows up to see that deadlines are met. Monitors inventory of publishing and art supplies; orders and stocks materials. Assists with all production activities on major projects. Prepares and assist with presentations for program clients. Undertakes small or basic jobs from design through production.

### Core Competencies

- Ability to communicate effectively, orally and in writing; ability to treat diverse clients with respect; ability to respond calmly to complex and urgent issues; ability to listen and respond to the concerns/ideas of others;
- Ability to organize and administer somewhat complex systems; ability to observe and manage details; and ability to manage multiple priorities;
- Ability to generate creative solutions and learn state-of-the art processes for assignments;
- Ability to work with moderate supervision as an individual and as a team member;
- Ability to manage effectively office tracking and monitoring systems;
- Working knowledge of public sector or non-profit funding policies, budgetary structures, human resource issues, procurement procedures, and bidding processes;
- Knowledge of computer software, including basic office programs and programs for spreadsheets and publishing.

**Qualifications**

- A Bachelor's Degree and two (2) years related administrative, progressively responsible experience preferably in a public setting, OR
- Equivalent experience, as evidenced in professional accomplishments; however, all candidates must have a high school diploma, AND
- Possession of the core competencies determined to be required at the time of hire.

**Note:** The Dean or the Executive Director may require a post-secondary or an advanced degree as a minimum requirement; specific experience, skills, languages, certifications, credentials, and/or knowledge may also be required.

**Note:** his description includes the primary, but not all, responsibilities of this title; a single position may emphasize selected duties and competencies as listed in a Position Vacancy Notice at the time of recruitment; subsequently, additional duties and competencies consistent with the position may be required. At management's discretion, positions in this title may necessitate non-traditional and changeable work schedules, off-site service delivery, periodic travel, and the acquisition and application of new technology skills.

## RFCUNY JOB DESCRIPTIONS

**RF Title:** Budget Assistant  
(use for Finance Assistant, Accounts Payable)

**RF Code:** 4401

**Title Group:** Administrative Services

**FLSA Group:** Nonexempt

**EEO Designation:** 2

**Eligible for Collective Bargaining:** Yes

**Salary Grade:** 5-6, depending on scope and complexity of program and/or the qualifications of the incumbent.

### General Description of Duties and Responsibilities

Reporting to a Contract Administration Associate, the Senior Director, or to a higher level officer, and exercising some independent judgment, assists in implementing plans to achieve the goals and objectives of the Budget and Finance unit. Handles a somewhat complex assignment by observing established priorities in a timely and efficient manner. Assists in providing liaison with the sponsor to coordinate related reporting and management systems for all offices and program sites, using the sponsor's technology/software when required. From time to time communicates with counterparts in the RF-Central Administration on a specific matter or with contracted program service providers or vendors regarding fulfillment of a specific obligation.

### Other Duties

- Researches and drafts reports of moderate complexity using standard formats;
- Collects and analyzes statistical and other quantitative data of moderate complexity, including measures of project performance and quality control;
- Develops and maintains spreadsheets;
- Generates routine monthly and quarterly reports as assigned; works closely with others in administrative and program units to draft special, comprehensive reports appropriate for agency decision making;
- Keeps records safely and follows procedures to insure the security of the unit's computer and confidential files.
- Assists in installing and training staff in related software;
- Responds to requests and inquiries in a timely and thorough manner;
- Assists in monitoring and tracking program progress, observing and assessing varying milestones.
- Recommends improvements in processes.
- Refers unresolved issues and policy relevant issues to the supervisor.
- Participates in training and other professional development activities as assigned.
- Performs the duties of lower level positions when necessary; performs other duties as assigned.
- Facilitates processing state and city funding applications; assists in providing routine technical assistance regarding state and local fiscal guidelines; answers routine questions from sponsors and program staff regarding program budgets; facilitates responses to agency budget issues; assists programs in processing budget modifications consistent with funding guidelines and program policy.
- Oversees bookkeeping and accounting records; handles account payable and receivable functions; with authorization, writes checks and makes deposits.

### Core Competencies

- Ability to communicate effectively, orally and in writing; ability to treat diverse clients with respect; ability to respond calmly to complex and urgent issues; ability to listen and respond to the concerns/ideas of others;
- Ability to organize and administer somewhat complex systems; ability to observe and manage details; and ability to manage multiple priorities;
- Ability to generate creative solutions and learn state-of-the art processes for assignments;
- Ability to work with moderate supervision as an individual and as a team member;
- Ability to manage effectively office tracking and monitoring systems;
- Working knowledge of public sector or non-profit funding policies, budgetary structures, human resource issues, procurement procedures, and bidding processes;
- Knowledge of computer software, including basic office programs and programs for spreadsheets and publishing.

### Qualifications

- A Bachelor's Degree and two (2) years related administrative, progressively responsible experience preferably in a public setting, OR
- An Associates Degree and four (4) years related administrative, progressively responsible experience preferably in a public setting; OR
- Equivalent experience, as evidenced in professional accomplishments; however, all candidates must have a high school diploma, AND
- Possession of the core competencies determined to be required at the time of hire.

**Note:** The Dean or the Executive Director may require a post-secondary or an advanced degree as a minimum requirement; specific experience, skills, languages, certifications, credentials, and/or knowledge may also be required.

**Note:** This description includes the primary, but not all, responsibilities of this title; a single position may emphasize selected duties and competencies as listed in a Position Vacancy Notice at the time of recruitment; subsequently, additional duties and competencies consistent with the position may be required. At management's discretion, positions in this title may necessitate non-traditional and changeable work schedules, off-site service delivery, periodic travel, and the acquisition and application of new technology skills.

## RFCUNY JOB DESCRIPTIONS

<b>RF Title:</b>	Senior RF Research Associate	<b>RF Code:</b> 4500
	RF Research Associate	4501
	Postdoctoral Fellow (Senior)	4503
	Postdoctoral Fellow	4504

**Title Group:** Administrative Services

**FLSA Group:** Noexempt\*

**EEO Designation:** 5

**Eligible for Collective Bargaining:** Yes

**Salary Grade:** 3- 4, depending on the qualifications of the incumbent.

### General Description of Duties and Responsibilities

Reporting to the Senior Director or other higher level officer, receives daily supervision in the support of basic, professional administrative activities. Obtains data, enters data or copy into computers, and proofs data or copy for accuracy and consistency, using guidelines. Drafts charts, spreadsheets, information documents, and visual and written presentation materials using standard formats and information from varying sources. Processes routine financial, HR, procurement, or publication forms and documents. Keeps and organizes accurate records; keeps logs of contacts, inquiries, responses, and other client related interactions. Tracks various program matters; makes calls and follows up on details and tasks as assigned. Assists in planning and executing site visits, special evaluations, and meetings. Refers complex matters to superiors as needed, providing full and accurate details. Delivers reports and publications. Operates copy equipment and completes small publishing projects. Performs other duties as assigned.

### Core Competencies

- Ability to organize diverse activities and succeed at multiple projects at once, observing schedules, budgets, and RF policies;
- Ability to keep accurate records and maintain libraries of materials;
- Ability to use standard office technology, including copy equipment; ability to use office software commensurate with the job requirements;
- Ability to respond to emergencies with calm and clarity; ability to manage multiple tasks;
- Ability to work with diverse groups and provide excellent customer service;
- Ability to communicate effectively individually and with groups, orally and in writing (including use of computer software).

### Qualifications

- A high school diploma, and four (4) years of paid clerical or paraprofessional experience performing administrative support activities related to the area of the position, OR
- An Associate's Degree in a related field from an accredited institution and two (2) years of paid experience performing administrative support activities related to the area of the position, OR
- A Bachelor's Degree in a related field, AND
- Possession of the core competencies determined to be required at the time of hire.

**Note:** This description includes the primary, but not all, responsibilities of this title; a single position may emphasize selected duties and competencies as listed in a Position Vacancy Notice at the time of recruitment; subsequently, additional duties and competencies consistent with the position may be required. At management's discretion, positions in this title may necessitate non-traditional and changeable work schedules, off-site service delivery, periodic travel, and the acquisition and application of new technology skills.

# RFCUNY JOB DESCRIPTIONS

**RF Title:** RFMIS/IT Aide

**RF Code:** 4600

**Title Group:** Administrative Services

**FLSA Group:** Nonexempt

**EEO Designation:** 5

**Eligible for Collective Bargaining:** Yes

**Salary Grade:** 3- 4, depending on the qualifications of the incumbent.

## General Description of Duties and Responsibilities

Reporting to the Senior Director of RFMIS/IT, an RFMIS/IT Associate, or a higher level officer, and exercising limited independent judgment, performs elementary and entry-level functions in one or more areas of computer and/or communications work. Assists other staff in a variety of professional computing activities. Assists in all aspects of data-based management, learning to undertake increasingly complex, independent actions. Operates a system according to established schedules. Monitors console activity and responds to system messages. Responds to basic requests for assistance by users, referring more complex requests to the supervisor. Identifies various problems and refers as appropriate to supervisor.

## Other Duties

- Assists with surveys and various analyses of data.
- Reviews source documents and resolves inconsistencies and corrects errors; searches, extracts, and verifies data; produces pre-defined reports, mailings, and other computer generated output.
- Maintains accurate and complete logs, reference materials, and libraries, using established procedures.
- Assists with Web content, design, formatting, and maintenance.
- Determines causes of various hardware and software malfunctions; makes minor repairs to hardware and systems; installs hardware, software, and related equipment; debugs and tests software.
- Assists in writing, modifying, and maintaining computer programs; assists with programming tests and quality assurance procedures.
- Performs cabling functions and assists in installing and maintaining various communication systems; performs basic diagnostic tests.
- Cleans, troubleshoots, makes minor repairs to, and replaces communication devices and computers; assists installing and repairing telephones and LANs.
- Assists in demonstrating basic applications to users; assists in "hot line" services; follows up to resolve issues.
- Assists in writing user manuals.
- Assists users with video conferencing, multimedia presentations, and other communication technology in meetings, conferences, etc.
- Performs other duties as assigned.

## Core Competencies

- Ability to perform diverse computing and technology activities and undertake basic, multiple projects, observing schedules and RF policies;
- Ability to keep accurate records and maintain libraries of materials;
- Basic knowledge of varied communication technology, hardware and software;
- Ability to diagnose minor malfunctions and make simple repairs;
- Ability to respond to emergencies with calm and clarity;
- Ability to work with diverse groups and provide excellent customer service;
- Ability to communicate with users, orally and in writing; ability to explain somewhat complex concepts to novice users;
- Ability to learn from experience and undertake increasingly responsible roles.

## Qualifications

- A high school diploma and four (4) years of related paid computing experience, OR
- Associate's Degree in a related field from an accredited institution and at least two (2) year of related paid computing experience, OR
- A Bachelor's Degree in a field related to computing, AND
- Possession of the core competencies determined to be required at the time of hire.

**Note:** Completion of a Certificate Program from a major vendor such as Oracle or Microsoft can substitute for up to two year of required experience, depending on the level of completion.

**Note:** This description includes the primary, but not all, responsibilities of this title; a single position may emphasize selected duties and competencies as listed in a Position Vacancy Notice at the time of recruitment; subsequently, additional duties and competencies consistent with the position may be required. At management's discretion, positions in this title may necessitate non-traditional and changeable work schedules, off-site service delivery, periodic travel, and the acquisition and application of new technology skills.



# RFCUNY JOB DESCRIPTIONS

**RF Title:** Senior Director, MIS/IT

**RF Code:** 4700

**Title Group:** Administrative Services

**FLSA Group:** Exempt\*

**EEO Designation:** 5

**Eligible for Collective Bargaining:** No

**Salary Grade:** 8-10, depending on scope and complexity of program and/or the qualifications of the incumbent.

\*Minimum Wage for Exempt employees is \$ 50,700

## General Description of Duties and Responsibilities

Reporting to the RF Dean or the RF Executive Director and exercising substantial independent judgment, plans, implements, and directs the goals and objectives of the RFMIS/IT Unit; sets the annual work plan and performance standards to improve and enhance the unit's productivity. Leads a complex technical operation utilizing several IT specialties. Acts as liaison between the program and the sponsor in coordinating connectivity and data transfer among all offices, program sites, and authorized external agencies. Coordinates using the sponsor's technology when required. Conducts feasibility studies for the implementation of new technology. Oversees the development of customized databases and programs that track participant activity and program outcomes; insures the coordination of RFMIS/IT applications so data will not be duplicative and can be shared across units and sites. Manages and oversees training of users and adequate prior instruction in system changes and upgrades. Envisions and directs development and maintenance of Web applications; applies latest practices to insure Web security. Develops plans and procedure for secure backup and recovery. Acts as liaison with the Research Foundation Chief Information Officer.

## Other Duties

- Orchestrates and provides on-going management for the installation, maintenance, and upgrades of PC LAN and Internet services systems used by staff and clients;
- Oversees the provision of technical support for all departments to include: hardware, software, and database creation with reports, training and MIS/IT help desk;
- Oversees administrative systems that support staff hiring, training, and evaluation;
- Directs the acquisition and management of services of telecommunication providers;
- Negotiates with major vendors all computer software and hardware acquisition through the bid process;
- Manages the design, layout and setup of all computer labs including the installation of all hardware, software and telephone lines for connectivity;
- Conceives Web applications and oversees implementation of state-of-the-art Web uses for programs; maintains up to date security protocols;
- Recruits, hires, and directs the training of new staff; oversees the supervision of the RFMIS/IT staff; evaluates performance against standards; rewards and corrects performance as needed;
- Participates in professional activities and personal development in the MIS/IT field;
- Convenes and leads meeting and other professional gatherings;
- Reviews for final approval related reports, manuals and guides;
- May perform complex technical and professional tasks;
- Performs the duties of lower level positions when necessary; performs other duties as assigned.

## Core Competencies

- Knowledgeable of latest developments in the field of computer and communications technology;
- Knowledgeable of the latest communications security protocols and Web protocols;
- Ability to solve current and anticipated user computing needs, incorporating state-of-the-art enhancements, when feasible;
- Ability to utilize client feedback to set project priorities and adjust implementation strategies;
- Ability to work effectively with staff, associates, and internal and external constituents;
- Ability to communicate and collaborate effectively with diverse constituencies; ability to explain complex concepts clearly to all levels of administration;
- Ability to create a customer service orientation throughout the MIS/IT staff;
- Ability to resolve user/sponsor concerns, making timely and effective decisions;
- Knowledgeable about data security and strategies for training users in understanding and maintaining controls;
- Ability to function as a Data Base Administrator;
- Ability to manage full time and part time staff in both field and central sites;
- Skilled in negotiating contracts with vendors for acquisition of capital items and support services;
- Knowledgeable of capital and operating budgets;
- Ability to recruit, hire, train, direct, monitor, motivate, evaluate, reward, and discipline staff.

## Qualifications

- A Master's Degree in Computer Science or related field from an accredited institution, and no fewer than five years (5) of related computing experience of which three years (3) will be systems/network management experience including directing technical staff, OR

- A Bachelor's Degree in Computer Science or related field from an accredited institution, and no fewer than six years (6) of related computing experience of which three years (3) will be systems/network management experience including directing technical staff, OR
- Equivalent experience, as evidenced in professional accomplishments and management of systems of significant scope and complexity; however, all candidates must have a high school diploma, AND
- Possession of the core competencies determined to be required at the time of hire; AND
- Willingness to comply with all RF policies and procedures regarding staffing, budgeting, safety, reporting, and grants administration as evidenced by signing an attestation at the time of employment.

**Note:** The RF Dean or the RF Executive Director may require a post-secondary or an advanced degree as a minimum requirement; specific experience, skills, programming languages, certifications, credentials, and/or knowledge may also be required.

**Note:** This description includes the primary, but not all, responsibilities of this title; a single position may emphasize selected duties and competencies as listed in a Position Vacancy Notice at the time of recruitment; subsequently, additional duties and competencies consistent with the position may be required. At management's discretion, positions in this title may necessitate non-traditional and changeable work schedules, off-site service delivery, periodic travel, and the acquisition and application of new technology skills.

# RFCUNY JOB DESCRIPTIONS

**RF Title:** MIS/IT Associate

**RF Code:** 4800

**Title Group:** Administrative Services

**FLSA Group:** Exempt\*

**EEO Designation:** 1.2

**Eligible for Collective Bargaining:** No

**Salary Grade:** 7-8, depending on scope and complexity of program and/or the qualifications of the incumbent.

\*Minimum Wage for Exempt employees is \$ 50,700

## General Description of Duties and Responsibilities

Reporting to the Senior Director of RFMIS/IT or a higher level officer, and exercising considerable independent judgment, assists in the planning and implementation of the goals and objectives of RFMIS/IT Unit; implements the annual work plan to improve and enhance the unit's productivity. Serves as a technical resource for planning and implementing highly specialized hardware, software and systems projects. Supervises subordinate staff engaged in professional software and hardware functions of varied complexity. Oversees major undertakings requiring extensive background knowledge in a variety of MIS/IT fields (e.g. data-base administration; equipment operations, testing, and maintenance; Web design, navigation, and content development; programming; and communications). Coordinates connectivity and data transfer among all offices, program sites, and authorized external agencies. Coordinates using the sponsor's technology when required. Consults with users to identify applications for resolving problems. Coordinates frequently with RF Central Office MIS/IT staff.

## Other Duties

- Proposes technical consolidations or other technical improvements to increase efficiency and reduce costs;
- Oversees system security, backup, and business recovery arrangements;
- Oversees the preparation of feasibility studies for new or expanded software and hardware;
- Develops bid specifications and evaluates bids on projects.
- Maintains data dictionaries, designs strategies for data updates, tests for data consistency, and advises users regarding appropriate uses and interpretation of data;
- Directs staff in providing help desk services to users;
- Develops budget requests and amendments;
- Reports frequently to the Senior Director regarding resource utilization and needs;
- Assists in recruiting, screening, hiring and training employees; assigns and monitors work, orients and trains professional staff, oversees time and leave, complies with performance management policies, drafts performance evaluations of subordinate staff, recommends related personnel actions;
- Implements employee development plans to insure state of the art knowledge of software and hardware affecting the program;
- Participates in or directs administrative/technical task forces.
- Participates in professional development activities.
- Drafts and edits reports, manuals, and guides;
- Performs the duties of lower level positions when necessary; performs other duties as assigned.

## Core Competencies

- Knowledgeable of latest developments in varied specializations related to computer and communications software and hardware;
- Knowledge of network and PC environments;
- Ability to apply creative and technical knowledge to Web development;
- Ability to solve current and anticipated user computing needs, incorporating state-of-the-art enhancements, when feasible;
- Ability to create policies and procedures that can be implemented by staff
- Ability to implement project priorities and adjust implementation strategies as changes occur;
- Ability to create and maintain a customer service focus among RFMIS/IT staff;
- Ability to work effectively with staff, associates, and internal and external constituents;
- Ability to communicating effectively with diverse constituencies, including novice users; ability to explain complex concepts to professional college staff, college officials, RF administrators, and other staff in non-technical areas; ability to listen and respond to the concerns/ideas of others; and to explain complex concepts clearly;
- Ability to resolve user/sponsor concerns, making timely and effective decisions;
- Knowledgeable about data security, backup and recovery;
- Knowledgeable about strategies for training staff and end-users;
- Ability to function as a Data Base Administrator;
- Ability to manage full time and part time staff in both field and central sites, covering a number of specialized areas in the MIS/IT field;
- Working knowledge of capital and operating budgets;
- Ability to recruit, hire, train, direct, monitor, evaluate, and reward, competent staff; ability to discipline staff as needed;
- Ability to work independently and as part of a technical and administrative team.

- A Master's Degree in Computer Science or related field from an accredited institution, and no fewer than three years (3) of related computing experience of which two years (2) will be systems/network management or data-base management experience, including supervising technical staff, OR
- A Bachelor's Degree in Computer Science or related field from an accredited institution, and no fewer than four years (4) of related computing experience of which two years (2) will be systems/network management or data-base management experience, including supervising technical staff, OR
- Equivalent experience, as evidenced in professional accomplishments and management of systems of significant scope and complexity; however, all candidates must have a high school diploma, AND
- Possession of the core competencies determined to be required at the time of hire; AND
- Willingness to comply with all RF policies and procedures regarding staffing, budgeting, safety, reporting, and grants administration as evidenced by signing an attestation at the time of employment.

**Note:** The RF Dean or the RF Executive Director may require a post-secondary or an advanced degree as a minimum requirement; specific experience, skills, programming languages, certifications, credentials, and/or knowledge may also be required.

**Note:** This description includes the primary, but not all, responsibilities of this title; a single position may emphasize selected duties and competencies as listed in a Position Vacancy Notice at the time of recruitment; subsequently, additional duties and competencies consistent with the position may be required. At management's discretion, positions in this title may necessitate non-traditional and changeable work schedules, off-site service delivery, periodic travel, and the acquisition and application of new technology skills.

# RFCUNY JOB DESCRIPTIONS

**RF Title:** MIS/IT Associate

**RF Code:** 4900

**Title Group:** Administrative Services

**FLSA Group:** Nonexempt

**EEO Designation:** 2

**Eligible for Collective Bargaining:** Yes

**Salary Grade:** 5-6, depending on scope and complexity of program and/or the qualifications of the incumbent.

## General Description of Duties and Responsibilities

Reporting to the Senior Director of RFMIS/IT, an RFMIS/IT Associate, or a higher level officer, and exercising some independent judgment, engages in planning, implementing and operating I hardware and software functions of varied complexity, utilizing one or more computer specialties. Assists in reviewing active or potential problems and develops appropriate solutions; assists in conducting surveys and feasibility studies, setting specifications, reviewing proposals, and evaluating bidders on contracts. Serves as a technical resource to other MIS staff and end-users in varied areas (e.g. data-base use, Web content development and design, staff and user training, hardware and software needs, communication systems, etc.). Participates in the development of contingency plans and quality assurance strategies.

## Other Duties

- Maintains operating systems, networks, communication devices, software, and hardware; troubleshoots, repairs and replaces computer and/or communications system components; performs preventive maintenance;
- Upgrades hardware, software, and peripheral devices; requisitions spare parts and maintains inventory records;
- Implements security strategies for software, hardware, data bases, etc.;
- Assists with design, implementation, and testing of systems;
- Assists with site visits and facility analysis;
- Develops, writes, tests, debugs, and modifies computer programs of varied complexity;
- Assists in migration from legacy systems to new systems;
- Documents all activities consistent with office standards; maintains logs; oversees archives and libraries;
- Conducts cost-benefit studies; makes recommendations with supporting documentation; drafts budget requests;
- Assists with data-base management, including loading, updating, recovering, refreshing, testing, using, and interpreting data;
- Manages software licensing requirements;
- Writes user manuals, provides record layouts, and conducts training for users as needed; makes presentations;
- Serves on task forces;
- May conduct or oversee a "hotline" service;
- Assists in audits of systems and formulates recommendations;
- Performs the duties of lower level positions when necessary; performs other duties as assigned.

## Core Competencies

- Ability to organize and perform diverse computing and technology activities and undertake moderately complex, multiple projects, observing schedules, budgets, and RF policies;
- Ability to diagnose problems and maintain systems, networks, communication devices, software, and hardware;
- Ability to keep accurate records and maintain libraries of materials;
- Ability to organize data for reporting purposes;
- Knowledge of specialized communication technology, hardware and software;
- Knowledge of network and PC environments;
- Ability to implement strategic policies, security measures, and installation schedules as directed;
- Ability to respond to emergencies with calm and clarity; ability to manage multiple tasks;
- Ability to work with diverse groups and provide excellent customer service;
- Knowledge of routine costing and comparative analysis techniques for evaluating and budgeting hardware and software acquisition or upgrades;
- Ability to communicate with users, individually and in group, orally and in writing; ability to explain complex concepts clearly to novice users; ability to listen and respond to the concerns/ideas of others;
- Ability to seek additional training and to undertake increasingly responsible roles.
- Ability to work independently and as part of both technical and administrative teams;
- Ability to apply creative and technical knowledge to Web development.

## Qualifications

- An Associate's Degree in a related field from an accredited institution and no fewer than four (4) years of related computing experience, OR
- A Bachelor's Degree in Computer Science or related field from an accredited institution, and at least two years (2) of related computing experience, OR
- A Master's Degree in Computer Science or related field from an accredited institution, and at least one year (1) of related computing, OR
- Equivalent experience, as evidenced in professional accomplishments; however, all candidates must have a high school diploma, AND
- Possession of the core competencies determined to be required at the time of hire.

**Note:** Completion of a Certificate Program from a major vendor such as Oracle or Microsoft can substitute for up to two year of required experience, depending on the level of completion.

**Note:** The Dean or the Executive Director may require a post-secondary or an advanced degree as a minimum requirement; specific experience, skills, programming languages, certifications, credentials, and/or knowledge may also be required.

**Note:** This description includes the primary, but not all, responsibilities of this title; a single position may emphasize selected duties and competencies as listed in a Position Vacancy Notice at the time of recruitment; subsequently, additional duties and competencies consistent with the position may be required. At management's discretion, positions in this title may necessitate non-traditional and changeable work schedules, off-site service delivery, periodic travel, and the acquisition and application of new technology skills.

## RFCUNY JOB DESCRIPTIONS

**RF Title:** Senior Director Budget and Finance  
Senior Director Procurement  
Senior Director Publications

**RF Code:** 5000  
5002  
5003

**Title Group:** Administrative Services

**FLSA Group:** Exempt\*

**EEO Designation:** 1.2

**Eligible for Collective Bargaining:** No

**Salary Grade:** 8-10, depending on scope and complexity of program and/or the qualifications of the incumbent.

\*Minimum Wage for Exempt employees is \$ 50,700

### General Description of Duties and Responsibilities

Reporting to the RF Dean, RF Executive Director, or other higher level officer, and exercising considerable independent judgment, plans, implements, and directs the goals and objectives of one or more various business units (e.g. Budget and Finance, Procurement, Publications). Sets the annual work plan and determines performance standards to improve and enhance each unit's productivity. Implements customer service programs to insure quality service to field staff. Acts as liaison between the program and the sponsor in coordinating related reporting and management systems for all offices and program sites, including using the sponsor's technology when required. Provides overall management and supervision of each unit under supervision. Coordinates communication on related issues with Grants Officers and RF-Central Administration; and, consistent with RF policies, with contracted program service providers, and with Federal, state, and local agencies.

### Other Duties

- Develops and implements procedures and formats for report generation;
- Supervises the collection and analysis of statistical and other quantitative data.
- Oversees the use of standard data collection and statistical techniques to produce comprehensive reports appropriate for agency decision making;
- Provides professional and technical support to project;
- Recruits, hires, and directs the training of new office staff; oversees the supervision of staff; determines work plans, sets goals and objectives; identifies training needs and provides training; determines and communicates performance standards; evaluates employee performance against written standards; rewards and corrects performance;
- Participates in relevant professional activities and personal development in the business field.
- Performs the duties of lower level positions when necessary; performs other duties as assigned.

**Budget and Finance, in addition to the above:** Approves budget modifications, purchase orders, and requisitions within delegated authority. Provides administrative oversight regarding the fiscal components of State and City grant applications. Coordinates and facilitates resolution of all fiscal and reporting issues that arise. Develops and implements administrative policies and practices regarding budget and finance issues. Makes modifications that will enhance fiscal and reporting operations. Monitors program budget operations/expenditures and evaluates program reporting activities to ensure contract compliance. Oversees the preparation of administrative, fiscal, and statistical reports on a periodic basis, consistent with the contract. Oversees monthly and year-end closings.

**Procurement, in addition to the above:** Establishes systems and protocols for the acquisition, distribution and inventory of all equipment, furniture and supplies purchased for offices and program sites. Directs surveys and studies to establish the most cost effective and efficient processes. Implements e-systems. Monitors and reviews the processing of all purchase requests, maintenance of inventories, payment of invoices, and reconciliation of unpaid invoices. Investigates and resolves errors or discrepancies. Formulates policies for reimbursement of staff out-of-pocket expenditures, for processing consultant and service contracts, and for other special procurements. Reviews and approves contractual documents. Audits and takes inventories on periodic basis and issues reports.

**Publications, in addition to the above:** Directs the conceptualization, editing, illustration, graphic layout, proofing, publication, and dissemination of printed and electronic publications of varying complexity and size. Recruits and advises writers and contributors; reviews edits and specifications prior to publications. Resolves complex issues with printers, distributors, and web technicians to meet deadlines and quality standards. Trains staff in new publishing technology. Specifies standards for printing, paper, ink, and software. Manages bidding process.

### Core Competencies

- Expert knowledge of budget, human resource, procurement, bidding, and contracting practices and strategies in the not-for-profit sector; expert knowledge of various government agency budget, HR, or procurement reporting practices;
- Ability to solve current and anticipated reporting issues;
- Ability to set project priorities and adjust implementation strategies;
- Ability to work effectively with staff, associates, and internal and external constituents;
- Ability to communicate effectively with diverse constituencies; ability to explain complex concepts to professional college staff, college officials, RF administrators, and other staff in non-business areas; ability to listen and respond to the concerns/ideas of others;

- Ability to market creative solutions and apply state-of-the art processes to assignments;
- Ability to resolve user/sponsor/client concerns, making timely and effective decisions.
- Knowledgeable about policy review, data collection, statistical evaluation of data, and strategies for conveying results to users;
- Ability to manage full time and part time staff in both field and central sites;
- Ability to recruit, hire, train, direct, monitor, evaluate, and reward, competent staff; ability to discipline staff when necessary;
- Ability to identify and provide for own personal development needs.
- For Budget, Contract, or Procurement, in addition to the above:
- Skilled in negotiating budget modifications, contract modifications and/or procurement prices;
- Knowledgeable of capital and operating budgets;
- Ability to function as a fiduciary authority.

#### **Qualifications**

- A Master's Degree in a related field from an accredited institution, and no fewer than five years (5) of related progressively responsible experience, of which three years (3) will be management experience directing or supervising professional/technical staff, OR
- Bachelor's degree in a related field from an accredited institution, and no fewer than six years (6) of related progressively responsible professional experience of which three years (3) will be directing and supervising professional/technical staff, OR
- Equivalent experience, as evidenced in professional accomplishments and management of budget, contract, procurement, or publishing activities of significant scope and complexity, AND
- Possession of the core competencies determined to be required at the time of hire; AND
- Willingness to comply with all RF policies and procedures regarding staffing, budgeting, safety, reporting, competitive bidding, and grants administration as evidenced by signing an attestation at the time of employment.

**Note:** The RF Dean or the RF Executive Director may require an advanced degree as a minimum requirement; specific experience, skills, languages, certifications, credentials and/or knowledge may also be required or preferred.

**Note:** The RF Dean or RF Executive Director may determine that a single Senior Director will oversee any combination of the specialized functions

**Note:** This description includes the primary, but not all, responsibilities of this title; a single position may emphasize selected duties and competencies as listed in a Position Vacancy Notice at the time of recruitment; subsequently, additional duties and competencies consistent with the position may be required. At management's discretion, positions in this title may necessitate non-traditional and changeable work schedules, off-site service delivery, periodic travel, and the acquisition and application of new technology skills.



## RFCUNY JOB DESCRIPTIONS

**RF Title:** Senior Administrative Assistant  
Administrative Assistant

**RF Code:** 6000  
6001

**Title Group:** Clerical / Office Services

**FLSA Group:** Nonexempt

**EEO Designation:** 5

**Eligible for Collective Bargaining:** Yes

**Salary Grade:** Sr. Adm. Asst GR 5-6; Admin. Asst 4-5; depending on the experience of the incumbent and the requirements of the position.

### General Description of Duties and Responsibilities

With latitude, when delegated, for independent judgment, initiative and decision making, serves as the lead or supporting administrative assistant to the manager of an administrative unit, or, in a small program, to the RFPI/RFPD/RFPC, or to other key program staff in a responsible capacity. In a large unit or program may report to a Principal Administrative Associate or Office Manager. Is responsible for day-to-day oversight of administrative matters for an office; maintains the daily schedule; engages in liaison with various college offices, sponsor contacts, RF Departments, etc. as directed. Coordinates the work of part-and-full-time lower level clerical and support staff. May coordinate a broad range of day-to-day projects and administrative services.

### Other Duties

- Coordinates day-to-day administrative activities based on the Director's or Administrator's guidance and goals.
- Resolves administrative matters referred to the project, program, or administrative unit, as guided by the supervisor.
- Maintains accurate up-to-date calendars; briefs and prepares the RF Director or RF Administrator for the daily activities; alerts to upcoming important meetings and commitments; tracks correspondence, including email;
- Schedules meetings; screens guests, phone calls, and correspondence; determines nature of visit or inquiry; follows unit head's priorities for access;
- Coordinates all travel schedules and arrangements.
- Prepares written replies to basic or repetitive inquiries; when delegated, initiates action on day-to-day matters not specifically requiring the attention of the unit head.
- Coordinates large mailings from electronic and other lists;
- Assists in the gathering, preparation, and dissemination of information relating to the administration and management of the department or area;
- Locates basic information or background materials for administrative meetings; prepares summaries as directed; converts information to various presentation formats; oversees scheduling details and meeting details;
- Drafts, proofs, and assists with production of brochures and other program materials;
- Implements processes to improve and streamline office administrative operations under direction of supervisor.
- Keeps financial records related to office administration, including processing purchase orders, purchasing supplies and equipment, responding to invoice and reimbursement inquiries; assists with detailed reports for the Director or Administrator.
- Organizes petty cash receipts and distribution;
- Assists in the preparation of reports and presentations.
- Oversees production of minutes of various committee meetings.
- Provides assistance and responds to verbal and written requests for information.
- May coordinate subordinate staff in fulfilling any of the above assignments.
- Assists in developing and tracking PAFs and PVNs for program positions
- Other duties as assigned.

### Senior Administrative Assistant, in addition to the above

- Attends meetings with or on behalf of the unit head; takes minutes; prepares summaries as directed.
- Arranges and assists with Board meetings, special events, ceremonies, and conferences, including possible travel to other sites; handles VIP attendees;
- Prepares drafts of reports and documents for the unit head based on information and research gathered from basic sources;
- Proofreads or edits speeches or other presentation documents, correspondence, and reports created by others;
- Reviews incoming and outgoing submissions for completeness and accuracy;
- May review for equivalency the education and work credentials, including foreign education degrees, for staff and students using computerized sources or other documents; refers problem cases to supervisor;
- Undertakes special projects or assignments of a basic-to-complex nature requiring some independent judgment and exercising paraprofessional skill;
- Typically performs other activities at a higher level of competence and with greater independence.

### Core Competencies

- Ability to organize, prioritize, and coordinate day-to-day projects and assignments;
- Ability to work independently and as part of a team;
- Ability to draft basic-to-complex business-related correspondence, minutes, summary documents, etc.;

- Ability to read, understand, and follow administrative policies and procedures;
- Ability to communicate effectively with diverse clients and staff, providing accurate and appropriate information; ability to articulate policies and procedures in response to inquiries;
- Ability to handle complaints, resolve conflicts, and refer issues appropriately to supervisors;
- Ability to identify administrative problems and correct incidents of poor service;
- Ability to organize and manage records and archival systems;
- Ability to handle multiple tasks and meet deadlines; ability to follow-up as needed and take responsibility for completing assignments and satisfying customers/clients.
- Ability to evaluate the equivalency of educational qualifications of staff or students using prepared materials;
- Ability to coordinate the efforts of lower level support staff;
- Proficient in use of major software programs for supporting office operations: including but not limited to software in support of word processing, spreadsheets, presentations, publications, mailings, web and internet, and email;
- Proficient in use of major RF administrative systems (or equivalent) for reporting on matters related to personnel, resources, schedules, tracking, purchasing, etc.
- Proficient in learning improved professional and technical skills.

**Qualifications**

- A high school diploma or its equivalent (an acceptable equivalent would be a GED) and seven (5) years of work experience in the required fields for the specific work area or a closely related equivalent field; OR
- Successful completion of one (1) year of college (or 30 college credits in a matriculated course of study) and six (4) years of work experience in the required fields; OR
- An Associates Degree from an accredited college and three (3) years of work experience in the required fields OR
- A Bachelor's Degree from an accredited college and one (1) year of work experience in the required fields, AND
- Demonstration of the specific competencies required at the time of hire.

**For Senior Administrative Assistant, in addition to the above:** two (2) years of related experience (e.g. AA plus 5; BA plus 3), preferably working in the capacity of an Administrative Assistant or equivalent.

**For Senior Administrative Assistant additional college credits above:** the Bachelor's Degree may be substituted for work experience on an equivalent basis (30 credits equal 1 year), except that all candidates for SAA must have at least two (2) years of related work experience.

**Note:** A Department with an assignment necessitating special requirements can, with the approval of RF Human Resources, require a specific degree including a post-secondary degree, a specific language, a specific technical skill, or specific prior related work experience.

**Note:** The hiring official may assess these qualification requirements by a variety of means including but not limited to: work-samples; skill proficiency tests; assessment panels; interviews; reference checks; evaluations of resumes; etc. All applicants for the same position will be evaluated in the same manner.

**Note:** This description includes the primary, but not all, responsibilities of this title; a single position may emphasize selected duties and competencies as listed in a Position Vacancy Notice at the time of recruitment; subsequently, additional duties and competencies consistent with the position may be required. At management's discretion, positions in this title may necessitate non-traditional and changeable work schedules, off-site service delivery, periodic travel, and the acquisition and application of new technology skills.

## RFCUNY JOB DESCRIPTIONS

**RF Title:** Principal Administrative Associate  
Office Manager

**RF Code:** 6100  
6101

**Title Group:** Clerical / Office Services

**FLSA Group:** Exempt\*

**EEO Designation:** 2

**Eligible for Collective Bargaining:** No

**Salary Grade:** 5-8, depending on the qualifications of the incumbent and the complexity and scope of the assignment.

\*Minimum Wage for Exempt employees is \$ 50,700

### General Description of Duties and Responsibilities

With latitude for independent judgment, initiative and decision making, serves as executive secretary, executive assistant, or office manager to a RF Research Director, RF Program Director, or other high level RF Administrator in a highly responsible, confidential capacity. Is responsible for general oversight and management of an office and of the daily schedule; engages in critical liaison with various college offices, sponsor contacts, RF Departments, etc. Supervises part-and-full-time subordinate clerical and support staff. May provide oversight and direction on a broad range of day-to-day projects and administrative services.

### Other Duties

- Establishes specific priorities for day-to-day administrative activities based on the RF Director's or RF Administrator's guidance and goals.
- Uses discretion to evaluate and resolve administrative matters referred to the project, program, or office head.
- Maintains accurate up-to-date calendars; briefs and prepares the RF Director or RF Administrator for the daily activities; alerts to upcoming important meetings and commitments; tracks correspondence, including email;
- Schedules meetings; screens guests, phone calls, and correspondence; determines nature of visit or inquiry, providing guidance on protocol or process and deciding priorities and access;
- Arranges and assists with Board meetings, special events, ceremonies, and conferences, including possible travel to other sites; handles VIP attendees;
- Coordinates travel schedules and arrangements.
- Coordinates large mailings from electronic and other lists;
- Prepares replies, initiates action and determines priorities on matters not specifically requiring the attention of the RF Director or RF Administrator; follows up with phone calls, correspondence, etc.; reviews incoming and outgoing submissions for completeness and accuracy;
- Provides assistance and responds to verbal and written requests for information.
- Assists in the preparation and dissemination of information relating to the administration and management of the department or area; updates and queries data bases;
- Assists in the preparation of reports and presentations; assembles data on spreadsheets;
- Researches and prepares background materials for administrative meetings; oversees scheduling details and meeting details;
- Attends meetings, takes minutes, prepares summaries as directed.
- Drafts, edits, proofs, and oversees production of brochures and other program materials;
- Develops processes to improve and streamline administrative operations; organizes and maintains filing systems, electronic and paper; oversees document retention and imaging;
- Maintains/monitors financial accounts for the office, including purchasing, bill payments, and reimbursements; prepares detailed reports for the RF Director or RF Administrator.
- Oversees petty cash receipts and distribution.
- Directs subordinate full and part-time staff in fulfilling their assignments; reviews and resolves issues referred by subordinate staff;
- May screen candidates for subordinate clerical positions and participate in selection process; trains new staff in routine processes and policies.
- Monitors time and leave of subordinate staff.
- Drafts evaluations of subordinate staff for review by RF Director or RF Administrator;
- Performs the duties of lower level positions when necessary; performs other duties as assigned.

### Core Competencies

- Ability to organize, prioritize, and manage day-to-day projects and assignments;
- Ability to assess situations and employ flexibility and discretion as appropriate, within policies;
- Ability to work independently and as part of a team;
- Ability to draft complex business-related correspondence, minutes, summary documents, etc., and ability to edit the work of subordinates;
- Ability to treat confidentially all matters of importance to the RF Director or RF Administrator;
- Ability to read, understand, follow, and train subordinates in administrative policies and procedures;
- Ability to work effectively with staff, associates, and internal and external constituents;
- Ability to communicate effectively with diverse clients and staff, providing accurate and appropriate information; ability to articulate policies and procedures in response to inquiries;
- Ability to handle complaints, resolve conflicts, and refer issues appropriately to supervisors;
- Ability to organize special events and handle VIP guests and affiliates of the program;

- Ability to anticipate administrative problems and correct favorably incidents of perceived poor service;
- Ability to organize and manage records and archival systems;
- Ability to handle multiple tasks and meet deadlines; ability to follow-up as needed and take responsibility for completing assignments and satisfying customers/clients.
- Ability to assess the qualifications of clerical subordinates and to direct their day-to-day assignments; ability to set goals, train subordinates, assign and monitor work, and draft evaluations of accomplishments; ability to identify training needs for subordinates;
- Proficient in use of major software programs for supporting office operations: including but not limited to software in support of word processing, spreadsheets, presentations, publications, mailings, web and internet, email, and document retention and imaging; ability to train others in routine-to-complex use of such software;
- Proficient in use of major RF administrative systems (or equivalent) for managing personnel, resources, schedules, tracking, purchasing, etc.
- Proficient in learning improved professional and technical skills.

**Qualifications**

- A high school diploma or its equivalent (an acceptable equivalent would be a GED) and seven (7) years of work experience in the required fields for the specific work area or a closely related equivalent field, one (1) year of which involved supervision of others; OR
- Successful completion of one (1) year of college (or 30 college credits in a matriculated course of study) and six (6) years of work experience in the required fields, one (1) year of which involved supervision of others; OR
- An Associates Degree from an accredited college and five (5) years of work experience in the required fields, one (1) year of which involved supervision of others, OR
- A Bachelor's Degree from an accredited college and five (3) years of work experience in the required fields, one (1) year of which i involved supervision of others, AND
- Possession of the core competencies determined to be required at the time of hire.

**Note:** All candidates regardless of educational degrees must have at least three (3) years of related work experience, one (1) year of which involved supervision of others.

**Note:** A Department with an assignment necessitating special requirements can, with the approval of RF Human Resources, require a specific degree including a post-secondary degree, a specific language, a specific technical skill, or specific prior related work experience.

**Note:** This description includes the primary, but not all, responsibilities of this title; a single position may emphasize selected duties and competencies as listed in a Position Vacancy Notice at the time of recruitment; subsequently, additional duties and competencies consistent with the position may be required. At management's discretion, positions in this title may necessitate non-traditional and changeable work schedules, off-site service delivery, periodic travel, and the acquisition and application of new technology skills.

## RFCUNY JOB DESCRIPTIONS

**RF Title:** Office Assistant  
Senior Office Assistant

**RF Code:** 6200  
6201

**Title Group:** Clerical / Office Services

**FLSA Group:** Nonexempt

**EEO Designation:** 5

**Eligible for Collective Bargaining:** Yes

**Salary Grade:** OA: 1-2, depending on the qualifications of the incumbent: SOA: 3

\*Minimum Wage for Exempt employees is \$ 50,700

### General Description of Duties and Responsibilities

Under the daily supervision of a project or program officer, of a Principal Administrative Associate, or other official, provides clerical and administrative support to a program, office, or project. Following established protocols and standard office procedures, provides receptionist services or other direct contact with customers/clients. Does routine office work on computers or other office equipment. Prepares and processes paper or electronic documents and maintains files. Fills out forms, reviews completed forms, makes corrections, enters data into computers, etc. Prepares mailings, sorts and distributes mail, assists with meetings, etc.

### Other Duties

- Greets diverse customers, visitors, and others with respect; makes eye contact; addresses people by name; screens visitors and phone calls as directed; refers people to appropriate staff or to other offices as appropriate; takes accurate and complete messages in English (other languages may be required at time of hire); forwards messages in a timely manner; maintains bulletin boards and keeps reception area neat;
- Provides reception/registration services at meetings, conferences, events, etc.
- Responds to routine questions and requests from clients and staff; distributes forms and applications; may review returned documents for completeness; clarifies requests; provides prompt service; explains need for any delays or additional information; keeps visitors, clients, and staff informed of progress; returns calls as appropriate;
- Identifies customers/visitors/staff with special needs and responds or refers appropriately.
- Uses standard computer software and other office technology to input, format and transcribe documents; copy and fax; input and format spreadsheets; prepare screens for presentations; input and format publications; create mailing labels; create and track emails; locate web pages;
- Organizes and maintains paper and/or electronic files using established procedures; retrieves files as requested;
- Prepares, reviews, corrects, codes, and processes routine office forms, using established standards; performs basic calculations and computations to complete forms.
- Assists staff as directed; prepares drafts and corrects errors in documents; asks direction when instructions are unclear.
- Assists in reviewing, assessing, and evaluating incoming and outgoing submissions using established procedures, such as applications, transcripts, time sheets, etc.
- Orders and stocks supplies; keeps accurate inventories and logs; tracks routine office expenditures using established forms; gets proper approvals for all purchases; receives and verifies deliveries of routine office materials; arranges pick up of special mailings;
- Sorts and distributes mail as directed; keeps related logs of receipt and responses; shelves reference materials, periodicals, and business documents appropriately;
- Seeks to develop a basic knowledge of RF products, policies, procedures, and personnel.
- Seeks to develop basic knowledge of other college resources and staff.
- Comes to work on time and dressed appropriately.
- Informs supervisor when work is completed or an assignment is needed.
- Participates in staff development and training.
- Other duties as assigned.

### Senior Office Assistant, in addition to the above

- Schedules appointments, meetings, and events; follows up and insures details are complete;
- Handles effectively more difficult issues/ cases referred from Office Assistants (e.g. in reviewing and evaluating incoming and outgoing submissions); responds to special cases or requests based on established criteria;
- Responds to more complex questions or inquiries requiring moderate amount of background research or knowledge;
- Reviews forms and corrections completed by Office Assistants before finalizing for processing or entry; makes transaction/edit/exception lists and reviews with supervisor;
- Uses spreadsheets formulas, mail merge, file management and other somewhat more advanced computer software skills; secures files using established protocols;
- Uses software specific to the program sponsor as needed;
- Trains Office Assistants from time to time in improved technical and office skills; provides assistance to all staff with routine office protocols, policies, and procedures; acquaints all staff on request with personnel and resources available in other RF and college offices;

- Assists with planning and implementing events, conferences, and ceremonies;
- Oversees periodic large mailings such as newsletters, subscription notices, applications, etc.
- Schedules group travel and use of college vans.

#### **Core Competencies**

- Ability to direct more complex inquiries to appropriate staff;
- Ability to respond to in-person requests and provide information to satisfy simple inquiries; ability to interpret routine information and simple instructions;
- Ability to take accurate and complete messages in English (other languages may be required at time of hire);
- Willingness to learn improved skills and to become knowledgeable of personnel, policies, and procedures as they pertain to work in the office;
- Ability to listen and clarify what is being said by asking questions;
- Ability to follow directions.
- Ability to participate in and contribute to a team project; ability to cooperate with others;
- Ability to remain calm in conflict situations and seek assistance as needed;
- Ability to direct customer to next level of service and work cooperatively with others to achieve customer satisfaction; ability to recognize incidents of poor service and apologize on behalf of the program;
- Ability to work with minimal supervision in areas where trained;
- Ability to sort, file, and retrieve paper and electronic documents in a timely and accurate manner;
- Basic operating knowledge of key office software packages (e.g. word processing), computer technology (e.g. web, email) and other business equipment (e.g. phones, fax, copiers, pagers, etc.);
- Ability to produce simple business documents, memoranda, spreadsheets, presentation drafts, mailings, etc. with minimal errors and on time.

#### **For Senior Office Assistant, in addition to the above**

- Moderately skilled in using office software packages, computer technology and other business equipment; ability to learn software packages required by sponsor;
- Ability to produce somewhat sophisticated business documents, memoranda, spreadsheets, presentation drafts, mailings, etc. with minimal errors and on time;
- Ability to spot errors made by self and others and make corrections in a timely manner;
- Ability to apply somewhat complex policies and protocols to routine cases.

#### **Qualifications**

- A high school diploma or its equivalent (an acceptable equivalent would be a GED), and two (2) years of full-time equivalent related work experience, OR
- Successful completion of one (1) year of post-secondary education (or 30 college credits in a matriculated course of study) and one (1) year of related work experience, OR
- An Associates Degree from an accredited college, AND
- Demonstration of the specific competencies required at the time of hire.

**For Senior Office Assistant, in addition to the above:** two (2) years of additional related experience (e.g. AA and 2). All candidates must have at least one year of experience (e.g. BA and 1).

**Note:** A Department with an assignment necessitating special requirements can, with the approval of RF Human Resources, require a specific language, a specific technical skill, or specific prior related work experience.

**Note:** The hiring official may assess these qualification requirements by a variety of means including but not limited to: work-samples; skill proficiency tests; assessment panels; interviews; reference checks; evaluations of resumes; etc. All applicants for the same position will be evaluated in the same manner.

**Note:** This description includes the primary, but not all, responsibilities of this title; a single position may emphasize selected duties and competencies as listed in a Position Vacancy Notice at the time of recruitment; subsequently, additional duties and competencies consistent with the position may be required. At management's discretion, positions in this title may necessitate non-traditional and changeable work schedules, off-site service delivery, periodic travel, and the acquisition and application of new technology skills.

# RFCUNY JOB DESCRIPTIONS

**RF Title:** Custodian

**RF Code:** 6300

**Title Group:** Service Workers

**FLSA Group:** Nonexempt

**EEO Designation:** 9

**Eligible for Collective Bargaining:** Yes

**Salary Grade:** 1- 3) depending on size of the facility and the qualifications of the incumbent.

## General Description of Duties and Responsibilities

Under the daily supervision of the Area Custodian or other management official of the program, cleans and maintains facilities; collects refuse; empties waste baskets, trash cans and other receptacles. Picks up litter; bags accumulating refuse, trash, and debris for disposal. Sweeps floors, sidewalks, and ramps using water or sweeping compounds; uses brooms or push brooms to remove dust, loose dirt and litter. Uses buckets to damp or wet mops floors, offices, restrooms, corridors, and other areas by applying soaps, water, detergents, and disinfectants. Scrubs washbasins, urinals, toilets, and other sanitary facilities by applying soaps, cleansers, stain removers, and other cleaners; using rubber gloves, sponges, or brushes. Operates electric floor buffing, stripping, waxing, or polishing equipment by following operating safety instructions and manuals. Uses soaps, waxes, and oils in order to facilitate the cleaning or buffing of floor surfaces. Vacuum rugs and carpets using upright or canister vacuum cleaners. Opens facility by unlocking entrance doors, disengaging the security alarm and conducting floor/facility inspection. Secures facility by conducting a floor inspection and closing doors and windows, and arming the alarm before locking entrance doors. Comes to work on time and dressed appropriately. Informs supervisor when work is completed or an assignment is needed. Performs other duties as assigned.

## Custodian Grade 2 & 3, in addition to the above

- Prepares and distributes schedules of work activities and assignments for part time custodial workers or aides and Level I Custodians, based on the knowledge of nature and duration of activities, assignments to be performed, and abilities of staff; insures timely of t work coverage during hours of operation;
- Prepares reports and recommendation based on personal observation or assignment, activity sheets/records, and reports from subordinates;
- Trains subordinates in performance of work activities, by holding individual or unit informational meetings, inviting and answering questions, and demonstrating and providing examples of proper work methods;.
- Provides direction to subordinate staff, facilitating good working relationships, conveying information and promoting cooperation;
- Prepares daily, weekly, and monthly employee activity sheets and logbooks; specifies inventory levels, coding determinations made, and field office work; provides totals and other information requested following standard formats;
- Obtains, maintains, and distributes janitorial equipment and other materials by determining what is needed from an inventory. Checks incoming supplies for quantity and description. Orders or reorders materials needed through requisitions;
- Completes and forwards work orders and other request forms to central office; identifies facility repair needs and equipment required for continued smooth operation;
- Maintains facility floor heating and ventilation systems by insuring the setting of thermostats at mandated temperatures, by converting to heating or air conditioning, as necessary, in order to maintain the premises in a comfortable condition.
- Conserves energy by notifying appropriate personnel or contractor of damaged, inoperative equipment, and monitors repair work orders;
- Performs minor repairs and installations to office hardware and equipment, woodwork, flooring and walls.
- Performs the duties of lower level positions when necessary; performs other duties as assigned.

## Senior Office Assistant, in addition to the above

- Schedules appointments, meetings, and events; follows up and insures details are complete;
- Handles effectively more difficult issues/ cases referred from Office Assistants (e.g. in reviewing and evaluating incoming and outgoing submissions); responds to special cases or requests based on established criteria;
- Responds to more complex questions or inquiries requiring moderate amount of background research or knowledge;
- Reviews forms and corrections completed by Office Assistants before finalizing for processing or entry; makes transaction/edit/exception lists and reviews with supervisor;
- Uses spreadsheets formulas, mail merge, file management and other somewhat more advanced computer software skills; secures files using established protocols;
- Uses software specific to the program sponsor as needed;
- Trains Office Assistants from time to time in improved technical and office skills; provides assistance to all staff with routine office protocols, policies, and procedures; acquaints all staff on request with personnel and resources available in other RF and college offices;

## Core Competencies

- Ability to work with and respect diverse groups; ability to provide excellent customer service;
- Ability to communicate clearly orally and in writing;
- Ability to read and understand labels, work orders, and administrative instructions;
- Ability to work independently and with a team;
- Ability to lift, repetitively, objects weighing at least 40 pounds;
- Ability to perform physical labor safely and observe customary precautions;

**For Custodian Grade 2 - 3**

- Ability to direct and evaluate the work of others;
- Ability to work effectively with staff, associates, and internal and external constituents;

**Qualifications**

- A high school diploma or GED, AND
- Three (3) years of experience in maintenance work, AND
- Possession of the core competencies determined to be required at the time of hire.

**For Custodian Grade 2- 3, in addition to the above:** One (1) year of recent, paid supervisory or lead worker experience.

**Note:** A Department with an assignment necessitating special requirements can, with the approval of RF Human Resources, require a specific language, a specific technical skill, or specific prior related work experience.

**Note:** The hiring official may assess these qualification requirements by a variety of means including but not limited to: work-samples; skill proficiency tests; assessment panels; interviews; reference checks; evaluations of resumes; etc. All applicants for the same position will be evaluated in the same manner.

**Note:** This description includes the primary, but not all, responsibilities of this title; a single position may emphasize selected duties and competencies as listed in a Position Vacancy Notice at the time of recruitment; subsequently, additional duties and competencies consistent with the position may be required. At management's discretion, positions in this title may necessitate non-traditional and changeable work schedules, off-site service performance, periodic travel, and the acquisition and application of equipment skills and new technology skills.