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<b>Job Title</b>	Administrative Assistant
<b>PVN ID</b>	HC-2208-005033
<b>Category</b>	Administrative Services
<b>Location</b>	HUNTER COLLEGE
<b>Department</b>	Research Administration
<b>Status</b>	Full Time
<b>Annual Salary</b>	\$30,000.00 - \$42,000.00
<b>Hour(s) a Week</b>	35
<b>Closing Date</b>	Dec 31, 2022 (Or Until Filled)

## General Description

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Reporting to the Director of Research Administration, the Administrative Assistant will provide assistance for grant research activities carried out by Hunter College of CUNY. Responsible for the day-to-day administrative matters of the Office of Research Administrative.

## Other Duties

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- Coordinates day-to-day administrative activities based on the Director's or Associate Directors' 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 Director/Associate Directors 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;
- Prepares written replies to basic or repetitive inquiries; when delegated, initiates action on day-to-day matters not specifically requiring attention;
- 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;
- Drafts, proofs, and assists with departmental 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/Associate Directors.
- Organizes petty cash receipts and distribution;
- Assists in the preparation of reports and presentations.
- Provides assistance and responds to verbal and written requests for information.
- May coordinate subordinate staff in fulfilling any of the above assignments.
- Prepares drafts of reports and documents for the unit head based on information and research gathered from basic sources;
- Undertakes special projects or assignments of a basic-to-complex nature requiring some independent judgment and exercising paraprofessional skill;
- Other duties as assigned.

## Qualifications

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- Associate's Degree and four years of related experience required.
- A preferred candidate should have:
- Excellent written and oral communication skills;
- 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.
- 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.