Job Title	Senior Office Assistant
PVN ID	MD-2503-006752
Category	Clerical/Office Services
Location	CUNY SCHOOL OF MEDICINE
Department	
Status	Part Time
Hourly Rate	$20.00-$35.00
Hour(s) a Week	0.00-21.00
Closing Date	May 11, 2025 (Or Until Filled)

General Description

The CUNY School of Medicine (CUNY MED), is the only medical school in the City University of New York (CUNY) system. Our innovative curriculum allows students to complete both their undergraduate Bachelor of Science (BS) and Doctor of Medicine (MD) degrees in seven years. The CUNY School of Medicine also offers a Master of Science degree in Physician Assistant Studies (PA). Our mission is to provide access to medical education to talented individuals from social, ethnic and racial backgrounds historically underrepresented in medicine and to develop health professionals committed to practicing in under-served communities with a special emphasis on primary care and reducing health disparities.

As the recipient of a Research Centers in Minority Institutions (RCMI) U54 Cooperative Agreement, CUNY MED has established the NYCenter for Minority Health Equity, and Social Justice (NYC-MHESJ), whose mission is to address and advance the science of health disparities affecting racial/ethnic minorities and underserved communities in New York City. The NYC-MHESJ is aligned with the National Institute on Minority Health and Health Disparities (NIMHD) vision to advance the science of minority health and health disparities research by developing & strengthening the research infrastructure to conduct state-of-the-art research and foster the next generation of underrepresented scientists and enable them to engage in rigorous, mentored research experiences focused on diseases that disproportionately affect minority populations experiencing health disparities.

Under the general supervision of the RCMI NYC-MHESJ Multiple Principal Investigators (MPIs), and reporting to the RCMI Lead Administrative Manager, the Senior Office Assistant (SOA) will perform administrative duties to support the successful administration of a large NIH funded U54 RCMI Cooperative Agreement. The SOA will provide clerical support to and coordinate travel for other RCMI senior personnel. Also the SOA is responsible for scheduling all RCMI Steering Committee, Internal Advisory and External Scientific Board meetings and recording & distributing minutes to attendees.

Other Duties

- Provide overall administrative support to the RCMI Administrative Core and Research Project PIs as needed. Prepares and processes research foundation administrative forms; prepares purchasing quotes, processes invoice payments, assists in drafting of Memoranda of Understanding, Independent Contractor Agreements, and Subcontracts, takes accurate meeting minutes; and responds to questions & requests from RCMI faculty
- Assists Lead Administrative Manager to schedule all RCMI Steering Committee, Internal Advisory and External Scientific Board meetings and records & distributes minutes to attendees
- Provides clerical support and coordinates NYC-MHESJ related travel for RCMI MPIs, Core Co-leaders, Research Project PIs, and Pilot Project PIs as required
- Provides RCMI Cores and Research Project PIs support for planning & implementing events and provides registration services at project meetings, conferences, and ceremonies
- Organizes and maintains paper and electronic files; retrieves files as requested
- Formats documents, prepares slides, and Inputs data using standard computer software
- Performs basic web searches, enters data, and tracks NYC-MHESJ related publications and web pages
- Orders, stocks, and verifies delivery of office supplies; keeps accurate inventories and logs; tracks routine office expenditures using established forms; and arranges pick up of special mailings
- Schedules appointments, meetings, and events; follows up and ensures details are complete
- Responds to general NYC-MHESJ questions and forwards more complex inquiries to the appropriate project staff
- Oversees periodic large mailings such as newsletters, subscription notices, applications, etc
- Other duties as assigned

Qualifications

- Successful completion of one (1) year of post-secondary education (30 Credits) and three (3) years of related work experience, **OR;**
- An Associate's Degree from an accredited college, and two (2) years of related work experience, **OR;**
- A Bachelor's Degree from an accredited college, and one (1) year of related work experience, **AND;**
- Demonstration of the specific competencies required at the time of hire.
- Fluent in both English and Spanish language (preferred)

CORE COMPETENCIES:

- Ability to provide overall administrative support, prepare purchasing quotes, process invoice payment, assist in the drafting of Memorandum of Understanding, Independent Contractor Agreements, and Subcontracts in a timely & accurate manner consistent with the successful administration of a large NIH-Funded research project;
- Ability to format & produce project related documents, memoranda, slide presentation drafts, mailings, and Input data using standard computer software on time and with minimal errors;
- Ability to assist in scheduling NYC-MHESJ RCMI Steering Committee, Internal Advisory and External Scientific Board meetings and records & distributes minutes to attendees;
- Ability to follow directions, interpret information, answer general NYC-MHESJ questions and forward more complex inquiries to the appropriate project staff;
- Ability to take accurate and complete messages in English (other languages may be preferred at time of hire);
- Willingness to become knowledgeable of NYC-MHESJ and Research Foundation of CUNY personnel,

policies, and procedures as required to assist in overall project administration for all cores and research project PIs as needed;

- Ability to participate in and contribute to a team environment; ability to cooperate with others;
- Moderately skilled in using office software packages, computer technology and other business equipment; computer technology and equipment as required for project administration;
- Ability to work with minimal supervision in areas where trained;