
Job Title	Administrative Assistant
PVN ID	RC-2507-006909
Category	Clerical/Office Services
Location	CUNY-ADVANCED SCIENCE RESEARCH CENTER
Department	ASRC Outreach
Status	Part Time
Hourly Rate	\$25.00-\$30.00
Hour(s) a Week	15.00
Closing Date	Sep 03, 2025 (Or Until Filled)

General Description

The Advanced Science Research Center(ASRC), part of the City University of New York (CUNY) located on the border of West and Central Harlem, is a state-of-the-art facility that supports research in five increasingly connected and critical areas of discovery: nanoscience, photonics, structural biology, neuroscience, and environmental science. The CUNY ASRC opened its doors in 2014 with a mandate to elevate interdisciplinary science and education across CUNY's 25 campuses in the New York City metro area, including an embedded center for informal STEM learning called the IlluminationSpace.

In 2018, the ASRC opened The IlluminationSpace, an immersive and experiential learning center designed for youth and community members to engage with the core principles of the interdisciplinary research taking place at the ASRC. The IS learning center consists of 6 interactive exhibits, each dedicated to one of the 5 ASRC research initiatives along with a digital projection wall highlighting collaborative research between multiple initiatives. The IlluminationSpace was designed and developed by a team of scientists and consultants recommended by The Liberty Science Center in Jersey City, New Jersey, and includes motion-activated and touch-screen interfaces.

The CUNY ASRC Community Sensor Lab, located at the ASRC, has piloted an open research and education space for do-it-yourself environmental sensing. The Community Sensor Lab was co-developed with ASRC researchers and staff, NYC public school teachers, and community members from two community-based organizations in historically marginalized neighborhoods: Red Hook Initiative, located in Brooklyn, New York, and Sixth Street Community Center, in Manhattan's Lower East Side.

This position will interface regularly with researchers, students, educators, and community partners. Their primary focus will be to schedule, coordinate, and manage communications, inventory, events, payments, and materials for regular community workshops, meetings, and our yearly summer training program. The ideal candidate will be energetic, enthusiastic, organized, detail oriented, a good communicator and very comfortable with tools such as Outlook, Google Docs, dropbox, and microsoft office. Experience with CUNY RF systems is a huge plus.

Other Duties

- Schedule, attend, and notetake meetings
- Maintain the project management tool and send reminders to team members
- Complete student onboarding paperwork and payments
- Manage materials inventory and purchasing, credit card reconciliation with CUNY RF Concur, CUNY BUY
- Management of training materials, curriculum, and documentation
- Support with event management, catering, vendors
- Assist with flyer and event-making for social media and website posting
- Assist with formatting reports and presentations
- Assist with various administrative tasks
- Track and maintain various mailing lists and databases
- Other duties as assigned

Qualifications

Required:

- Experience with Outlook, Google Docs, Dropbox
- Experience with credit card reconciliation
- Experience with social media and flyer design
- Flexible schedule and availability to attend weeknight and weekend meetings
- Responsive and attentive to email communication
- Demonstrated strong organizational, administrative, interpersonal and communication skills
- Demonstrated ability to work with diverse groups/populations
- Demonstrated proficiency in document and database management

Preferred: Associates or Bachelors, experience with CUNY RF back-end systems

Experience and/or Interests

- Community engagement and environmental justice
- STEM Education
- Open data, open science, community science, citizen science
- Public program development

To apply, please include a resume and cover letter