



<b>Job Title</b>	Executive Assistant to the Chief Information Officer
<b>PVN ID</b>	RF-2412-006602
<b>Category</b>	Clerical/Office Services
<b>Location</b>	RESEARCH FOUNDATION OF C.U.N.Y.
<b>Department</b>	Systems and Information Services
<b>Status</b>	Full Time
<b>Annual Salary</b>	\$73,475.00 - \$85,721.00
<b>Hour(s) a Week</b>	35
<b>Closing Date</b>	Mar 06, 2025 (Or Until Filled)

## General Description

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Reporting to the Chief Information Officer, the incumbent serves as a vital support to the executive team, managing budget-related tasks and overseeing special projects. This role requires a proactive and detail-oriented individual with good communication, organizational and financial skills, and the ability to manage multiple priorities efficiently.

## Other Duties

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- Provides comprehensive administrative support to the CIO, managing complex calendars and scheduling meetings with internal and external stakeholders
- Administers and oversees the budget of the SIS department on behalf of the CIO
- Analyzes budget items, including maintenance contracts, and aids in the development and analysis of bid documents
- Responsible for the procurement of software and hardware, as requested by the SIS staff
- Develops both long-range and annual budgets for the SIS department
- Analyzes maintenance contracts for appropriateness of coverage
- Responsible for adherence to actual expenditures as defined in the budget plan
- Acts as liaison with the senior staff of the Foundation, college administrators and faculty
- Handles routine matters and refers necessary action items to the CIO or refers to the appropriate department head
- Classifies materials and supervises the maintenance of files, both electronic and paper
- Participates in developing IT communication that aligns with the overall goals and objectives of the organization
- Works with department heads to update materials and analyze statistics as necessary
- Coordinates, compiles, analyzes, and produces reports and presentation documents as needed
- Manages special projects from initiation to completion by defining project scope, goals, and deliverables

- Acts as a confidential assistant and handles confidential information with discretion and professionalism
- Performs other duties as assigned

## Qualifications

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- Baccalaureate degree required
- Five (5) Years experience
- Strong coordination and follow-through skills
- Excellent computer skills, including proficiency in Microsoft Office Suite
- Adaptability and a willingness to learn new processes and tools
- Excellent writing, verbal, and people skills
- Ability to learn quickly and apply internal and external policies and procedures
- Demonstrated use of independent judgment and initiative
- Ability to interact with all levels of management and external entities