

Job Title	Administrator – Legal
PVN ID	RF-2511-007113
Category	Administrative Services
Location	RESEARCH FOUNDATION OF C.U.N.Y.
Department	Office of Legal Affairs
Status	Full Time
Annual Salary	\$51,361.00 - \$55,641.00
Hour(s) a Week	35
Closing Date	Jan 17, 2026 (Or Until Filled)

General Description

The Administrator, a confidential position within the Foundation's Office of Legal Affairs, provides proactive administrative and analytical support and directly assists the Executive Assistant to the Chief Counsel and the Deputy Chief Counsel and as needed, the Chief Counsel. The Administrator also serves as a back-up to the Executive Assistant in their absence. This position acts as a key liaison between the field and the Office of Legal Affairs, requiring exceptional judgment, resourcefulness, and customer service skills. The Administrator plays a pivotal role in document review, contract tracking, and maintaining the accessibility of legal resources and department data.

Other Duties

Reporting to the Executive Assistant to the Chief Counsel, the incumbent:

- Assists and backs up the Executive Assistant, who serves as a confidential assistant to the Chief Counsel for labor and employment, business, and litigation matters.
- Provides strategic and administrative support, including managing communications, assessing the nature of inquiries, and determining the appropriate course of action to ensure efficient resolution.
- Exercises critical thinking and discretion in responding to inquiries and addressing issues from Foundation personnel, principal investigators, grants officers, and sponsoring agencies.
- Assists with the management of the Legal Affairs mailbox intake, identifying priorities and providing thoughtful, informed responses where possible.
- Coordinates with the Deputy Chief Counsel to monitor and follow up on contracts, ensuring accurate data in RFCUNY systems and timely processing.
- Collect and interpret data to prepare reports and summaries under the direction of the Deputy Chief Counsel and Executive Assistant.
- Maintains and monitors Legal Affairs data using various Excel spreadsheets; conducts a preliminary review of documents submitted through the Contract Manager system, to ensure accuracy, completeness,

and timelines. Applies analytical skills to identify issues and propose solutions.

- Assists in maintaining the records of the Boards of Directors of the Foundation and its related entities, as well as their committees.
- Performs additional responsibilities as assigned.

Qualifications

- Baccalaureate degree preferred
- Superior customer service, interpersonal, and critical thinking skills
- Two years' experience in a complex administrative or professional office environment
- Exceptional written and verbal communication skills
- Proficiency with Microsoft Office (Word, Excel, and Outlook) and advanced knowledge of business application software
- Superior multi-tasking skills
- Strong analytical, problem-solving, and organizational skills
- Demonstrated ability to prioritize, plan, and execute work efficiently in a fast-paced setting
- Collaborative team player with initiative and sound professional judgment