

Job Title	Special Assistant of Administration and Operations
PVN ID	VA-1607-001265
Category	Clerical/Office Services
Location	OFFICE OF SR. UNIV DEAN FOR ACADEMIC AFFAIRS
Department	Office of the Sr. University Dean for Ac
Status	Full Time
Annual Salary	\$42,500.00 - \$43,700.00
Hour(s) a Week	35
Closing Date	Oct 13, 2016 (Or Until Filled)

General Description

The City University of New York (CUNY), in partnership with the Mayor's Office of Immigrant Affairs (MOIA) is hiring a Special Assistant of Administration and Operations. This position will be based at MOIA's office. MOIA promotes the well-being of immigrant communities by recommending policies and programs that facilitate successful integration of immigrant New Yorkers into the civic, economic, and cultural life of the City. MOIA is one of the lead agencies for IDNYC, New York City's successful municipal ID program, and is spearheading ActionNYC, a program providing immigration legal services for every immigrant New Yorker, as well as a number of other initiatives to expand access to justice for immigrant communities. The work of the Office cuts across a broad range of issues citywide—for example, workers' rights, health equity, and language access—and MOIA works closely with sister cities around the country to promote immigration reform.

RESPONSIBILITIES: The Special Assistant of Administration and Operations will join a robust team in a fast-paced work environment. MOIA is seeking a self-motivated individual to assist in the implementation of highly effective and efficient administrative operations that facilitate MOIA's team to achieve excellence in its work. This position is essential to ensuring that MOIA's team is equipped, supported, and enabled to perform at the highest standards in our execution of programs like ActionNYC. The responsibilities include, but are not limited to:

- Manage phone, email and other communications
- Prepare correspondence and other documents
- Manage calendar schedules and meeting logistics
- Process purchasing requests
- Coordinate with the various teams within MOIA
- Conduct advance work on events or speaking engagements

Other Duties

- Ensure internal office procedures and protocols are effectively implemented
- Assist in the implementation of special projects, events, and organizational development initiatives
- Work collaboratively with the Special Assistant to the Commissioner as needed

Qualifications

The preferred candidate will have excellent analytical and interpersonal skills, along with strong communication and organizational skills, and a track record of effectively handling multiple priorities. The candidate will also have the ability to engage a diverse constituency and work productively under pressure, both as an individual and part of a team. The skills and qualifications required are:

- Bachelor's degree from an accredited institution and at least 1 year of relevant experience;
- Strong analytical skills and attention to detail;
- Strong writing and editing skills;
- Excellent oral communications skills;
- Exceptional interpersonal skills and ability to interact with stakeholders at all levels;
- Highly organized and excellent ability to manage multiple priorities;
- Ability to self-start and complete assignments in a timely and effective manner;
- Ability to adapt to changing conditions quickly and effectively;
- Sound judgment, critical thinking skills, patience, and a growth mindset;
- Eager to learn and excel at responsibilities;
- Dependable and reliable;
- Comfortable in a high-pressure work environment;
- Ability to work flexible hours and occasional weekends;
- Excellent PC Skills – facility with Microsoft Office Suite, especially Word, Excel, and PowerPoint; and Professional demeanor.