



Job Title	Administrative Assistant
PVN ID	VA-1810-002782
Category	Clerical/Office Services
Location	OFFICE OF SR. UNIV DEAN FOR ACADEMIC AFFAIRS
Department	Continuing Education & Workforce Program
Status	Part Time
Hourly Rate	\$15.00-\$25.00
Hour(s) a Week	15.00-19.00
Closing Date	Dec 22, 2018 (Or Until Filled)

General Description

The CUNY Service Corps mobilizes CUNY students, faculty and staff to work on projects that improve the short and long-term civic, economic and environmental sustainability of New York City. In 2017-18, seven-hundred students from eight CUNY colleges provided on-the-ground support to 115 non-profit and government partners. Students are paid to work 12 hours a week for 24 weeks during the academic year. Service Corps Puerto Rico and the CUNY Cultural Corps also fall under the Service Corps umbrella and bring the total students served to 1,000 per year. These programs prepare students for career success in social justice fields. The CUNY Service Corps team has a variety of new programs under development, and is always looking to provide more students with paid work experiences in their field of study.

The City University of New York seeks a detail oriented and dynamic professional to serve as the part-time Administrative Assistant of the CUNY Service Corps and associated programs for up to 19 hours per week. This role will oversee administrative activities.

Other Duties

Under the direction of the Associate Director for continuing education and workforce programs this role will primarily support employer engagement activities. The administrative assistant will:

- Research, coordinate and organize materials for key functions and meetings;
- Collect partner agreements and ensure all employer contracts are signed and fully completed;
- Manage and track up to \$500,000 worth of employer contributions from over 100 employer partners;
- Coordinate purchasing, accounting, reconciliation; and overall budget oversight for all OTPS transactions;
- Support RF CUNY payroll administration and provide instructions and basic advice to employer partners and students seeking information on administrative payroll policies;
- Answer general questions from employers by email and phone;
- Be responsible for office management functions, including organizing calendars, conference calls and

- meeting space requests;
- Support the planning and hosting of special events and programs at partner colleges;
- Performs related duties, as assigned.

Qualifications

The successful candidate will have the following knowledge, skills and abilities:

- Two years' related experience required.
- High school diploma
- Detail-oriented and organized with the ability to manage multiple assignments and deadlines;
- Experience in purchasing departments and payroll management is preferred;
- Strong computer proficiency using standard office software programs, in particular Microsoft Excel;
- Demonstrated ability to work independently and collaboratively in a fast paced, demanding and complex work environment;
- Effective writing, editing, proofreading, oral, and interpersonal communication skills;
- Customer focused with ability to interact and work effectively with diverse internal and external constituents at various organizational levels.

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