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| <b>Job Title</b>      | Senior Administrative Assistant  |
| <b>PVN ID</b>         | CC-1507-000614                   |
| <b>Category</b>       | Clerical/Office Services         |
| <b>Location</b>       | The CITY COLLEGE of NEW YORK     |
| <b>Department</b>     | CUNY Dominican Studies Institute |
| <b>Status</b>         | Full Time                        |
| <b>Salary</b>         | Depends on qualifications        |
| <b>Hour(s) a Week</b> | 35                               |
| <b>Closing Date</b>   | Sep 01, 2015 (Or Until Filled)   |

## General Description

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The Senior Administrative Assistant will work closely with the Director of the CUNY Dominican Studies Institute to manage day-to-day operations of the Institute as well as to draft and edit written content. This includes assisting with special projects and programming, drafting letters, editing reports for funding agencies, and assisting the Director with academic research. The Senior Administrative Assistant is also responsible for managing the Director's calendar, and monitoring emails and phone calls.

**Reports to:** Dr. Ramona Hernandez, Director, CUNY DSI

**Salary & Benefits:** Salary commensurate with experience. Benefits include medical, dental and vision insurance, paid sick and annual leave, and more.

**Start Date:** ASAP until June 30, 2016, with possible renewal pending evaluation and availability of funding.

## Other Duties

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### Summary of responsibilities:

- Assisting the Director with management of special projects
- Prepare, proofread and edit correspondence, communications, presentations, proposals, reports and other documents
- Managing the Director's calendar and schedule by arranging appointments and meetings
- Updating the Director's CV with new publications, speaking engagements, and projects
- Monitoring phone calls and messages for the Director
- Answering inquiries from the public via email and phone
- Keeping calendar of events of CUNY DSI
- Provide backup and assistance to other CUNY DSI staff
- Follow all safety policies and procedures, participate in all required safety training and meetings

- Perform other duties as assigned

## Qualifications

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### **Required skills:**

- B.A. degree (minimum)
- Superior writing skills; strong knowledge of the English language
- Enthusiastic and energetic; proactive attitude with the ability to problem solve as issues arise
- Proficiency in Microsoft Suite
- Ability to manage multiple tasks and competing priorities under a strong sense of urgency
- Excellent interpersonal and communication skills to interact with external people and multiple levels of staff and management at CUNY DSI
- Capable of working independently, in a fast paced environment, and follow through on projects from start to finish with little to no supervision
- Sensitivity and discretion in regards to confidential information
- Detail-oriented and resourceful with excellent organizational and project-management skills

### **Additional skills (desired):**

- Knowledge of and strong investment in the field of Dominican Studies and issues concerning the Dominican community in both the U.S. and the Dominican Republic
- Knowledge of written and spoken Spanish a plus