

Job Title	Administrative Assistant
PVN ID	SI-1601-000927
Category	Clerical/Office Services
Location	COLLEGE OF STATEN ISLAND
Department	Academic Affairs
Status	Full Time
Annual Salary	\$26,000.00 - \$30,000.00
Hour(s) a Week	35
Closing Date	Feb 21, 2016 (Or Until Filled)

General Description

The College of Staten Island (CSI) seeks an organized, highly motivated individual to serve as Administrative Assistant. This individual will provide administrative and staff support to three access and success programs for underserved/economically disadvantaged students in the STEM pipeline (pre-college through graduate levels) with a focus on retention and graduation of program participants. The Administrative Assistant will work under the supervision of the Director of Access and Success and Project Management Staff. The position provides essential organizational support for programs, including provision of a wide variety of administrative/clerical duties.

Other Duties

The incumbent will have the ability to: Serve as Office Receptionist; Work with individuals from diverse, economically, and underserved backgrounds; effectively handle multiple tasks and time-sensitive assignments; and Assist with development of program promotional materials. In addition, other responsibilities include: Maintain Project Director's calendar; Scheduling of meetings, Coordination of travel arrangements; Assist with the development and maintenance of student rosters and databases; and Maintenance of student and program files.

- Experience in budget management.
- Demonstrated competence in effectively handling a wide-range of administrative tasks and responsibilities.
- Ability to work weekends and one late night.
- Provide excellent, consistent customer service.
- Have excellent oral and written communication skills.
- Proficient in the use of Microsoft Office Suite and other software programs.

Qualifications

Minimum AA degree; Bachelor's degree preferred with at least three years of administrative experience.

This is a grant-funded position. Continuation of this position is contingent upon grant funding.