



Job Title	NYWFC Project Assistant
PVN ID	UA-1503-000433
Category	Instruction and Social Service
Location	OFFICE OF SR. UNIV DEAN FOR ACADEMIC AFFAIRS
Department	CUNY-PDI
Status	Full Time
Annual Salary	\$30,000.00 - \$33,000.00
Hour(s) a Week	35
Closing Date	Sep 27, 2019 (Or Until Filled)

General Description

1. Provide secretarial and administrative support, including but not limited to:
2. Maintaining information systems/databases
3. Managing office systems, including computer and paper files, supplies, purchasing and large scale mailings.
4. Assisting with the management of program hotlines.
5. Preparing meeting materials, taking minutes, and disseminating minutes in a timely fashion.

Other Duties

1. Assisting with the execution of workshops, meetings, and conferences.
2. Assisting with the preparation of reports to partners and funding agencies for projects.

Qualifications

Minimum requirements for the position:

1. Associate's degree preferred; at least two years of secretarial or administrative experience.
2. Ability to work independently and collaboratively in a fast-paced and demanding work environment as part of an administrative team with the ability to adapt to changing situations and priorities.
3. Excellent time management and telephone skills.
4. Strong knowledge of Microsoft Word and Excel required (knowledge of additional programs a plus).
5. Strong written and oral communication skills required.
6. Strong organizational skills.
7. Ability to work with diverse ethnic and cultural organizations and individuals