

Job Title	Administrative Assistant
PVN ID	HC-1708-001976
Category	Clerical/Office Services
Location	HUNTER COLLEGE
Department	Mental Health Service Corps
Status	Full Time
Salary	Depends on qualifications
Hour(s) a Week	35
Closing Date	Jul 31, 2018 (Or Until Filled)

General Description

The New York City Mental Health Service Corps (MHSC) is a key initiative of Thrive NYC: A Mental Health Roadmap for All— a comprehensive public health approach to mental health designed to promote and protect the wellbeing of all New Yorkers. The MHSC fills the too long neglected gaps in mental health and substance use services throughout NYC by creating a corps of approximately 400 mental health clinicians placed in high-need communities. Through best practices and a better design of care, the initiative will increase the diversity of behavioral health clinicians in the workforce and strengthen care where it is needed the most. MHSC focuses on the recruitment, training, and support of early career licensed mental health counselors to become behavioral health clinicians with a specific focus on incorporating evidence-based practices in primary care and behavioral health settings throughout New York City. Through a structured supervision system and task-shifting model, clinicians are able to strengthen their own capacity to be able to provide sound behavioral health services in marginalized communities and populations. MHSC is a city-funded program housed under Hunter College, CUNY and the Research Foundation of CUNY. All MHSC staff are employees of the Research Foundation of CUNY.

The Administrative Assistant Position will support all the various departments of the MHSC including, Administration, Human Resources, Training, Quality Assurance, Clinical and Site Coordination. The Administrative Assistant will ensure efficient operations of the office. The scope of responsibilities includes communicating via phone and email ensuring that all duties are completed accurately and delivered with high quality and in a timely manner.

Other Duties

- Manages basic office functions such as communications, meeting schedules, work plans, staff assignments, and distributing information.

- Collects data for, prepares, and distributes reports and presentations using word processing, spreadsheet, and presentation software.
- Updates office databases, lists, and files to ensure completeness and accuracy; maintains current information as well as MHSC archives and collections.
- Conducts internet and/or database research and performs basic systems queries to locate information related to MHSC activities.
- Maintains MHSC fiscal plans and budgets; assists in budget administration and invoice processing.
- Provides basic information, instructions, and materials as requested by MHSC administrators, staff, Hunter faculty and administrators, MHSC collaborators, and others who contact the program.
- May supervise office staff and student workers.
- Must be willing to work hours outside of 9AM-5PM.
- Performs related duties as assigned.

Qualifications

- Bachelor's degree from an accredited institution.
- Proficiency with Microsoft Word and Excel.
- Ability to maintain priorities among multiple tasks