



Job Title	Office Assistant
PVN ID	CC-2311-005966
Category	Clerical/Office Services
Location	The CITY COLLEGE of NEW YORK
Department	University Transportation Research Center
Status	Part Time
Hourly Rate	\$25.00-\$35.00
Hour(s) a Week	15.00-34.00
Closing Date	Mar 21, 2024 (Or Until Filled)

General Description

The office assistant provides vital support to co-workers at the office and to our processes at the University Transportation Research Center (UTRC) . The ideal candidate will be a problem-solver who has excellent communication skills and impeccable attention to detail. This person should have experience working in an office environment, performing administrative tasks, and providing support to coworkers. The ability to multitask, manage complex schedules, and meet changing deadlines is essential for the position.

By reporting to the Center Director, with latitude for independent judgment, the Office Assistant will manage and perform administrative duties within the office. They will help maintain an efficient office environment and will provide administrative, secretarial, and clerical support to others in the office.

Other Duties

- Provides administrative support to a Research Center personnel.
- Coordinates office operations such as meetings, communications, events, and reports.
- Answer phones and transfer to the appropriate staff member, take and distribute messages, greet public and clients and direct them to the correct staff member.
- Receives, sort and distribute incoming mail, prepare outgoing mail for distribution, faxing, scanning and copying of documents.
- Updates and maintains databases such as mailing lists, contact lists and client information.
- Retrieves information when requested, type documents, reports and correspondence, co-ordinates and organizes appointments and meetings.
- Assists with planning and implementing events, conferences, and ceremonies;
- Oversees periodic large mailings such as newsletters, subscription notices, applications,
- Monitors and maintains office supplies, ensure office equipment is properly maintained and serviced.
- Maintains extensive files and records for the unit. Ability to keep accurate records and maintains libraries of materials.

- Maintains accurate calendars, schedules, and key dates.
- Updates office databases, lists, and files to ensure completeness and accuracy; maintain current information on department web site(s), manuals, and other materials.
- Performs other related duties as assigned.

Qualifications

- Manage the front-desk and reception areas, serving as the first point of contact for guests, employees, job candidates, and vendors
- Perform general administrative tasks, such as answering and directing phone calls; handling email, files, meeting minutes, mailings, and deliveries; and coordinating meeting-room calendars
- Keep the office clean, stocked, and organized, especially the kitchen, conference rooms, stockrooms, storage closets, and communal areas
- Order office supplies, stock supply stations, and ensure equipment is operable
- Maintain filing system, contacts database, employee lists, and inventories
- Provide ad hoc support to staff members and departments, including organization of on-site and off-site team events

Qualifications:

- A high school diploma or its equivalent (an acceptable equivalent would be a GED) and three (3) years of work experience in the required fields for the specific work area or a closely related equivalent field; OR
- Successful completion of one (1) year of college (or 30 college credits in a matriculated course of study) and three (3) years of work experience in the required fields; OR
- An Associate's Degree from an accredited college and one (1) year of work experience in the required fields