

---

<b>Job Title</b>	Executive Assistant to the Associate Provost of Research
<b>PVN ID</b>	CC-2403-006201
<b>Category</b>	Clerical/Office Services
<b>Location</b>	The CITY COLLEGE of NEW YORK
<b>Department</b>	Provost
<b>Status</b>	Full Time
<b>Annual Salary</b>	\$60,000.00 - \$65,000.00
<b>Hour(s) a Week</b>	35
<b>Closing Date</b>	May 21, 2024 (Or Until Filled)

## General Description

---

The Executive Assistant to the Associate Provost of Research will be responsible for providing administrative management for the Office of Research helping the Associate Provost for Research at the City College of New York with calendar management, scheduling meetings, coordinating office requests (supplies, expense reimbursements, etc.), and supporting staff with activities of their specific project(s), including workshops and conferences. The Executive Assistant will work with administrative offices, colleges, and departments across CCNY to meet the goals of the Office of Research.

## Other Duties

---

### Meeting Coordination and Scheduling

Develop or draft agendas for office staff meetings. Prepare flyers, posters, promotional and presentation materials for the Office of Research and sponsored activities (i.e., Research Seminar Series). Coordinate and schedule recurring meetings with staff reporting to the Associate Provost for Research.

Maintain the Office of Research calendar and monitor the emails received by this inbox ([officeofresearch@ccny.cuny.edu](mailto:officeofresearch@ccny.cuny.edu)). Send calendar invitations for staff meetings and research seminars from the Office of Research calendar.

### Research Seminar Series

The Research Seminar Series is held during the Fall and Spring semesters. Topics are selected over the summer to distribute the list before the first seminar is held in September. The seminar sessions are scheduled for the second Thursday of the month from 2 – 3 pm.

The Executive Assistant is responsible for compiling the list of the seminars, the titles, and presenters into a template for campus-wide distribution. At least two weeks before each seminar, the Executive Assistant will

prepare email announcements and digital signages for campus-wide distribution.

## **Event Planning**

Coordinate logistics including space reservations, catering, decorations, poster printing, and promotion. Events included the Office of Research - Research Seminar Series (held monthly in Spring/Fall), the AFRL Technology Forum 2023, as well as staff lunch meetings and holiday events.

Prepare or edit event materials and collect supporting documents (agendas, registration lists, etc.) to process expense reimbursements or P-Card reconciliation reports.

Serve as the point of contact for collaborative events with CCNY and CUNY, such as the Experiential Learning Fair, CiPASS.

## **Fiscal and Office Administration**

Budget Management - Prepare and process PAFs for annual salary increases.

PCard Management – Process reconciliation of PCard statements. Gather supporting documentation to justify expenses including meeting attendance signatures, expense receipts, boarding passes, etc. Prepare justification memos as needed.

Vendor Management - Identify new vendors, and explore giveaway items and other supply needs. Process vendors, collect invoices, and process payments.

Travel Arrangements & Reimbursements – Handle travel, conference registration fees, hotel reservations, etc.

*Perform other duties and special projects as assigned.*

## **Qualifications**

---

Bachelor's degree and 2 – 5 years of experience in administrative management, grants management, or project management experience. Technologically savvy in Microsoft Office 365 ProPlus and cloud-based software options (Nextcloud, SharePoint, Canva, etc.).

Highly detailed oriented; keen analytical, organizational, and problem-solving skills. Excellent communication and relationship-building skills with the ability to negotiate with stakeholders and vendors. Customer-service orientation to support all stakeholders and address challenges with little oversight.