

<b>Job Title</b>	Administrative Assistant
<b>PVN ID</b>	GS-2310-005907
<b>Category</b>	Clerical/Office Services
<b>Location</b>	The GRADUATE CENTER
<b>Department</b>	Brook Center
<b>Status</b>	Part Time
<b>Hourly Rate</b>	\$17.00-\$22.00
<b>Hour(s) a Week</b>	15.00-20.00
<b>Closing Date</b>	Dec 10, 2023 (Or Until Filled)

## General Description

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Répertoire International de Littérature Musicale (RILM) seeks to fill an Administrative Assistant position for its International Office in New York City. RILM publishes a suite of digital [resources](#) for music researchers. Established in 1966, the organization operates under the auspices of CUNY. The staff currently consists of forty historical musicologists, ethnomusicologists, theorists, language experts, technologists, and assistants.

The successful candidate must have superior organizational skills. The ideal person for the job will be a detailed-oriented multi-tasker, who enjoys organizing conferences and events. They will have previous experience working in an office environment, performing administrative duties and providing support to management.

The core duties pertain to administrative and office support, conference and event planning, with some light financial duties. More specifically, the duties include:

- Maintain accurate up-to-date calendars; tracks correspondence, including emails
- Schedule meetings; screens guests, responds to phone calls
- Order office supplies and oversees equipment maintenance
- Assist in the preparation of reports and presentations; prepares summaries and minutes of meetings as directed
- Assist with data entry for usage and subset reports
- Assist with scanning, filing, inventory keeping
- Assist with banking and payment tracking
- Arrange and assist with Board meetings, special events, conferences, including registration and presentation dates/venues, travel arrangements, accommodations, catering, AV needs, logistics, purchasing, & shipping exhibiting materials. Printing and recording of marketing materials
- Assist with the gathering, preparation, and dissemination of information relating to the administration and management

## Other Duties

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Other duties as assigned

## Qualifications

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- 2+ years experience in an administrative role reporting directly to upper management
- Superb writing and communication skills
- Strong time-management skills and the ability to organize and coordinate multiple projects simultaneously
- Proficiency in Microsoft Office, Google Workspace, Slack, and other office productivity tools, with the aptitude to learn new software and systems
- Flexible team player willing to do what it takes to get the job done
- Ability to keep organization confidentiality

We seek an individual with the ability to organize, prioritize, and coordinate day-to-day projects and assignments; work independently and as part of a team; draft basic-to-complex business-related correspondence, minutes, summary documents, etc.; communicate effectively with diverse clients and staff, providing accurate and appropriate information; organize and manage records and archival systems; handle multiple tasks and meet deadlines; and follow-up as needed and take responsibility for completing assignments.

The RILM International Center is located at 365 Fifth Avenue, New York, NY 10016. The successful candidate will need to spend time in the office in New York City. Comprehensive benefits for 20-hours plus per week.

Applicants should submit a cover letter with a resume and three references with contact information. Only candidates selected for an interview will be contacted.