

Job Title	senior administrative assistant
PVN ID	HC-1712-002224
Category	Clerical/Office Services
Location	HUNTER COLLEGE
Department	
Status	Full Time
Annual Salary	\$32,000.00 - \$36,000.00
Hour(s) a Week	35
Closing Date	Feb 01, 2018 (Or Until Filled)

General Description

GENERAL DESCRIPTION OF DUTIES AND RESPONSIBILITIES:

Seeking highly motivated individual to provide administrative support to two grant funded programs.

With latitude, when delegated, for independent judgment, initiative and decision making, serves as administrative assistant to the PI/Director of the Public Service Scholar Program (PSSP) and Director of the Liberty Partnership Program (LPP). Each program is funded by grants and the PI is responsible for both. The PSSP is a thirty-five year old leadership development program which encourages women to explore public service as a career, and consists of academic preparation and an internship. LPP is a twenty-seven year old NYS Education Department initiative that works with two high schools to provide comprehensive drop-out prevention programming to at risk youth.

The programs are responsible to the PI/faculty member, and the administrative assistance position is coordinated by the PI. For PSSP responsibilities include, but are not limited to: program recruitment of college students, interfacing with agencies and assisting with placement process, working with program scholars/alumni, monitoring mentor program, assisting with proposals, web site management.

This position is responsible for day-to-day oversight of administrative matters for the programs, and maintains a daily schedule. For both programs responsibilities include, but are not limited to: administrative, budgetary,

secretarial and clerical support, personnel and financial record keeping, management, payment processing, and oversight of grants, creation and maintenance of databases, coordinating access to college facilities, acting as liaison to RF-CUNY and various other college offices, supervision of data entry staff and coordination of college work study or part-time staff, and other duties as needed by the PI/faculty member and Director.

This position is located at the main campus of Hunter College.

Other Duties

OTHER DUTIES:

- Coordinates day-to-day administrative activities based on the Director's or Administrator's guidance and goals
- Resolves administrative matters referred to the programs, or as guided by the director
- Tracks correspondence, including email
- Schedules meetings, phone calls, and correspondence; determines nature of visit or inquiry; follows director priorities for access
- Prepares written replies to basic or repetitive inquiries; when delegated, initiates action on day-to-day matters not specifically requiring the attention of the directors
- Coordinates large mailings from electronic and other lists
- Assists in the gathering, preparation, and dissemination of information relating to the administration and management of the programs
- Converts information to various presentation formats; oversees scheduling details and meeting details
- Drafts, proofs, and assists with production of brochures and other program materials
- Implements processes to improve and streamline office administrative operations under direction of director
- Keeps financial records related to office administration, including processing purchase orders, purchasing supplies and equipment, responding to invoice and reimbursement inquiries, and assisting with detailed reports for the Director.
- Assists in developing and tracking PAFs and PVNs for program positions
- Prepares drafts of reports and documents for director based on information and research gathered from

basic sources

- Undertakes special projects or assignments of a basic-to-complex nature requiring some independent judgment and exercising paraprofessional skill;
- Other duties as assigned

Qualifications

CORE COMPETENCIES:

- Ability to organize, prioritize, and coordinate day-to-day projects and assignments;
- Ability to work independently and as part of a team;
- Ability to draft basic-to-complex business-related correspondence, minutes, summary documents, etc.;
- Ability to read, understand, and follow administrative policies and procedures;
- Ability to communicate effectively with diverse clients and staff, providing accurate and appropriate information; ability to articulate policies and procedures in response to inquiries;
- Ability to organize and manage records and archival systems;
- Ability to handle multiple tasks and meet deadlines; ability to follow-up as needed and take responsibility for completing assignments and satisfying consumers.
- Proficient in use of major software programs for supporting office operations: including but not limited to software in support of word processing, spreadsheets, presentations, publications, mailings, web and internet, and email;
- Ability to use major RF administrative systems (or equivalent) for reporting on matters related to personnel, resources, schedules, tracking, purchasing, etc.

QUALIFICATIONS:

- A Bachelor's Degree from an accredited college and at least one (1) year of work
- Demonstration of the specific competencies required at the time of hire.
- **SALARY GRADE: depending on experience of the applicant and the requirements of the position.**

Must be flexible, have strong organizational/interpersonal skills, be self-motivated, able to multitask and work in a fast paced environment. Strong computer skills required and open to learning new skills and have understanding of high school and college students.

Start Date: Immediate

Salary range: \$32,000- \$36,000

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“To apply, please go to rfcuny.org. and click on About RF, then Careers”