

Job Title	Office Assistant
PVN ID	HC-1807-002624
Category	Research
Location	HUNTER COLLEGE
Department	
Status	Full Time
Salary	Depends on qualifications
Hour(s) a Week	35
Closing Date	Oct 24, 2018 (Or Until Filled)

General Description

The Center for HIV/AIDS Educational Studies and Training (CHEST) of Hunter College of the City University of New York (CUNY) is hiring for a full-time **Office Assistant**. CHEST (www.chestnyc.org) is an internationally recognized multidisciplinary research center which blends academic and community-based work focused on sexual health, HIV/AIDS, LGBTQ issues, and substance use. CHEST is an equal opportunity employer and we strongly encourage applications from individuals from diverse backgrounds, including racial/ethnic and sexual/gender identities.

Responsibilities: The Part-Time/Full-Time Office Assistant will be able to multi-task in a fast paced office environment. The Office Assistant will manage the front desk, attend to office requests from the staff and communicate regularly with office management. CHEST is searching for a friendly, people-person with an engaging personality and who is highly organized and attention-oriented in order to provide administrative support to project\department directors involved in research studies. Regular job duties will include managing the front desk reception functions (greeting participants and answering phones), providing general clerical and administrative support, data entry, organization and filing, and recordkeeping of daily staff attendance.

Other Duties

Qualifications

Excellent written and verbal communication skills are essential; proficiency in Microsoft Office programs (Outlook, Excel, Word, etc.); ability to work independently while managing multiple tasks; and the ability to be both receptive to instruction and able to take initiative. Previous experience with customer service or support is desired, with a preference for candidates with 2+ years of prior experience. Bilingual applicants (Spanish and English) strongly encouraged apply. Candidates interested in regular full-time employment are preferred, but part-time commitments will be considered.

Salary: Commensurate with experience along with a competitive full-time benefits package. More information about CHEST can be found at <http://www.chestnyc.org>.

To apply, please submit a cover letter and resume. Only those applicants who are selected for interviews will be directly contacted.