

Job Title	Administrative Assistant
PVN ID	HC-2303-005488
Category	Administrative Services
Location	HUNTER COLLEGE
Department	Research Administration
Status	Full Time
Annual Salary	\$30,000.00 - \$42,000.00
Hour(s) a Week	35
Closing Date	May 14, 2023 (Or Until Filled)

General Description

Reporting to the Director of Research Administration, the Administrative Assistant will provide assistance for grant research activities carried out by Hunter College of the City University of New York. Responsible for day-to-day administrative matters, with emphasis on personnel actions.

Other Duties

- Coordinate day-to-day administrative activities based on the Director's and/or Associate Directors' guidance
- Processes personnel actions for new hires and re-appointments
- Maintains accurate calendars; briefs and prepares Director/Associate Directors for daily activities
- Alerts to upcoming meetings and commitments
- Tracks correspondence including e-mail
- Schedules meetings; screens guests, phone calls, and correspondence; determines nature of visit or inquiry; follows unit head's priorities for access
- Prepares written replies to basic or repetitive inquiries; when delegated, initiates action on day-to-day matters not specifically requiring attention
- 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 department
- Drafts, proofs, and assists with departmental materials
- Implements processes to improve and streamline office administrative operations under direction of supervisor
- Keeps financial records related to office administration, including processing purchase orders, purchasing supplies and equipment, responding to invoice and reimbursement inquiries; assists with detailed reports for the Director/Associate Directors

- Organizes petty cash receipts and distribution
- Assists in the preparation of reports and presentations
- Provides assistance and responds to verbal and written requests for information
- May coordinate subordinate staff in fulfilling any of the above assignments
- Prepares drafts of reports and documents for the unit head 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

- Associate's Degree and four years of related experience required

A preferred candidate should have

- Excellent written and oral communication skills
- 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 handle complaints, resolve conflicts, and refer issues appropriately to supervisors
- Ability to identify administrative problems and correct incidents of poor service
- 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 customers/clients
- 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
- Proficient in use of RF administrative systems (or equivalent) for reporting on matters related to personnel, resources, schedules, tracking, purchasing, etc
- Proficient in learning improved professional and technical skills