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<b>Job Title</b>	Executive Assistant
<b>PVN ID</b>	LE-2505-006870
<b>Category</b>	Clerical/Office Services
<b>Location</b>	LEHMAN COLLEGE
<b>Department</b>	Mexican Studies Institute
<b>Status</b>	Part Time
<b>Hourly Rate</b>	\$28.20-\$28.20
<b>Hour(s) a Week</b>	19.00
<b>Closing Date</b>	Jul 30, 2025 (Or Until Filled)

## General Description

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The CUNY Mexican Studies Institute at Lehman College seeks a highly organized, proactive, and bilingual (Spanish-English) Executive Assistant to support the Director. The ideal candidate will be a strategic partner, managing various administrative tasks with efficiency, professionalism, and confidentiality. When necessary, assist with the planning, execution, and follow-up of initiatives and special projects within the Institute.

This position requires strong organizational and communication skills, as well as a commitment to the mission of the Institute, which advances educational opportunity and research relevant to the Mexican and Mexican-Americans of New York.

The Executive Assistant will be central in optimizing the Executive Director's time and effectiveness by managing calendar scheduling, communications, account reconciliation, work orders, and general administrative operations.

## Other Duties

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- Coordinate and maintain the Executive Director's calendar, scheduling meetings, events, and internal/external engagements. It is important to note that the CUNY Mexican Studies Institute requires fluent written and spoken communication in both Spanish and English.
- Serve as a point of contact between the Executive Director and stakeholders; draft, organize, and manage email correspondence, memos, and follow-up communications.
- Create and submit purchase requests, travel authorizations, reimbursement forms, and work orders using RFCUNY and CUNY systems; assist with procurement and account reconciliation.
- Support the planning, execution, and follow-up of Institute initiatives and special projects.
- Prepare agendas, compile briefing materials, and ensure the Executive Director is prepared for meetings; attend meetings and take notes as needed.
- Organize and maintain electronic and physical records, directories, and key administrative documentation.
- Anticipate needs, troubleshoot workflow issues, and suggest process improvements.

- Provide logistical and communication support for Institute events and activities.
- Other duties as assigned.

## Qualifications

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- Associate's degree required; Bachelor's degree in Business Administration, Public Administration, Liberal Studies, or a related field preferred
- At least 3 years of relevant administrative experience; prior experience supporting senior leadership or working in higher education or nonprofits is a plus
- Proficiency in Microsoft Office Suite, Google Workspace, and social media channels such as Instagram and LinkedIn
- Experience with RFCUNY, CUNYfirst, and CUNYBuy systems (e.g., purchase requisitions, timesheets) is desirable
- Excellent written and verbal communication skills
- Strong organizational, time-management, and problem-solving skills
- Ability to handle confidential information with discretion and sound judgment
- Commitment to the mission and values of the CUNY Mexican Studies Institute
- Bilingual in Spanish and English is required, as professional communication with senior leadership and stakeholders is conducted in both languages
- It is important to note that the CUNY Mexican Studies Institute requires fluent written and spoken communication in both Spanish and English
- Organizational Skills: Demonstrates ability to prioritize tasks, manage multiple deadlines, and maintain order in fast-paced environments
- Communication: Effectively conveys information in both English and Spanish, orally and in writing, with clarity and professionalism
- Discretion and Confidentiality: Maintains the highest level of integrity when handling sensitive matters and confidential information
- Technological Proficiency: Comfortable navigating digital tools, platforms, and databases including Microsoft Office, Google Workspace, CUNYfirst, and CUNYBuy
- Interpersonal Skills: Builds and maintains professional relationships with diverse stakeholders, including senior leadership, students, and external partners
- Problem Solving: Anticipates challenges and independently develops creative, effective solutions
- Attention to Detail: Produces accurate work on quality and completeness in documentation, scheduling, and reporting
- Initiative: Self-motivated and proactive in supporting the Executive Director's work and advancing the mission of the Institute