
| | |
|-----------------------|--|
| Job Title | Office Manager |
| PVN ID | PH-1708-002045 |
| Category | Clerical/Office Services |
| Location | CUNY SCHOOL OF PUBLIC HEALTH & HEALTH POLICY |
| Department | HPM |
| Status | Full Time |
| Salary | Depends on qualifications |
| Hour(s) a Week | 35 |
| Closing Date | Oct 07, 2017 (Or Until Filled) |

General Description

The Center for Innovation in Mental Health at CUNY School of Public Health is hiring for an Office Manager. The manager will oversee all administrative aspects of the center, including scheduling meetings and events, travel, reimbursement, and supplies. The manager will also take on special projects including assisting with grants preparation, budget management, and implementation science projects. The position can be either part-time or full time and will require regular office hours at the CUNY SPH Harlem office.

Other Duties

- Collaborates in training new employees in routine processes;
- Follows protocols and accurately documents research findings and progress;
- Maintains confidentiality as required by the project or as directed by supervisors;
- Assists in designing measures, sampling techniques, and instruments to measure results;
- Keeps accurate, well-organized records;
- Performs the duties of lower level positions as needed; performs other duties as assigned.

Qualifications

Bachelor's Degree required/Master's Preferred

At least 5 years experience in busy office environment;

Top-notch organizational, planning and communication skills;

Ability to comprehend and act on assignments of varying complexity;

Ability to handle multiple assignments of moderate complexity;

Ability to communicate effectively with researchers, supervisors, and any human subjects;

Ability to take direction and work as part of a team as well as independently;