
Job Title	Administrative Services Assistant – Temporary
PVN ID	PS-2405-006261
Category	Clerical/Office Services
Location	CUNY SCHOOL OF PROFESSIONAL STUDIES
Department	Grants Office
Status	Part Time
Hourly Rate	\$18.00-\$24.00
Hour(s) a Week	7.00-21.00
Closing Date	Jul 03, 2024 (Or Until Filled)

General Description

About the CUNY School of Professional Studies:

As New York's leader in online education since 2006, the CUNY School of Professional Studies (CUNY SPS) offers the most [online](#) bachelor's and master's degree options at the City University of New York, and serves as the University's only undergraduate all-transfer college. With 24 [degrees](#) and numerous other non-degree and grant-funded workplace learning programs, CUNY SPS meets the needs of adults who wish to finish a bachelor's degree, progress from an associate's degree, earn a master's degree or certificate in a specialized field, and advance in the workplace or change careers.

Description:

The Grants Office is seeking an Administrative Services Assistant to support the closing of the fiscal year. This position is part-time (approximately 15 hours/week) and is a six (6) month appointment, ideally May through September.

Other Duties

Payroll related:

- Help coordinate the bi-weekly submission of timesheets
- Assist with program director's questions and concerns regarding payroll and timesheets
- Send onboarding invitations and update program/project directors on onboarding status
- Assist with adjusting the payroll system to accommodate the summer hour schedule

Procurement related:

- Place Target Gift Card Orders

- Review and prepare for submission Stipend, Scholarship and Fellowship requests
- Prepare small purchase orders
- Reconcile P-Card transactions
- Update the status tracker for ICAs, MOUs and POs
- Assist with invoice submission
- Scan and organize confidential documentation
- Other duties, as assigned

Qualifications

Minimum requirements for the position:

- A high school diploma or its equivalent (an acceptable equivalent would be a GED) and four (4) years of related work experience; OR
- An Associate's Degree from an accredited college and two (2) years of work experience in the required fields OR
- A Bachelor's Degree from an accredited college and one (1) year of work

The ideal candidate will possess the following skills:

- Strong working knowledge of Excel
- Excellent communication skills, both verbal and written
- Ability to do detailed work in a fast-paced environment
- Ability to develop and manage effective tracking and monitoring systems
- Ability to work independently and as part of a team