Job Title	Part Time Office Assistant for the Grants Office
PVN ID	QC-1808-002659
Category	Clerical/Office Services
Location	QUEENS COLLEGE
Department	Office of Research and Sponsored Program
Status	Part Time
Hourly Rate	$20.00-$25.00
Hour(s) a Week	20.00-25.00
Closing Date	Nov 30, 2018 (Or Until Filled)

General Description

Reporting to the Assistant Director, Associate Directors, and the Director of The Office of Research & Sponsored Programs, The Office Assistant will provide pre and post award administrative support for the office. This is a part-time position with health benefits and room to grow. The Office Assistant must be discreet, professional, but above all patient.

The Office of Research & Sponsored Programs is a high volume office. The Office Assistant will assist in all phases of office work in ORSP, and as such will be largely responsible for filing paperwork, assist in creating files, addressing walk-ins, answering phones, assisting in budget review and data entry, and assisting the staff as needed.

Other Duties

RESPONSIBILITIES WILL INCLUDE BUT ARE NOT LIMITED TO:

- Maintain weekly filing of various confidential documents through electronic AND hardcopy filing systems
- Work closely with senior staff to assist in the creation and maintenance of proposal and award files
- Prepare weekly packages sent to be sent to the Research Foundation
- Review and submit payment requests, contractual service requests, etc.; on internal overhead accounts, and support senior staff in updating said accounts
- Assist as needed in general clerical duties such as greeting walk-in visitors, answering the telephone and taking messages, responding to inquiries, photocopying, faxing, and mailing of sensitive material
- Assist as needed by acting as a liaison between College faculty/staff and The Research Foundation which will require developing a strong working knowledge of the Research Foundation's E-Systems; interact with faculty members and staff to respond to personnel and purchasing inquiries via the Research Foundations E-Systems
- Fulfill miscellaneous tasks as needed and requested by the Director, Associate Directors, and Assistant

Director

Qualifications

- 2-3 years office experience necessary
- Minimum Associate's Degree (finance, accounting, or computer science background a plus)
- Knowledge and proficiency in Microsoft Office Suite (Word, Excel, PowerPoint, Access etc.)
- Attention to detail, multi-tasking, and problem solving skills
- Strong communication, Interpersonal skills, and approachability are a must
- Excellent writing skills, communication skills, organization ability
- Ability to adapt to changing needs and circumstances