
Job Title	Administrative Assistant to the Chief Operating Officer
PVN ID	RF-1708-002011
Category	Administrative Services
Location	RESEARCH FOUNDATION OF C.U.N.Y.
Department	Office of the Chief Operating Officer
Status	Full Time
Salary	Depends on qualifications
Hour(s) a Week	35
Closing Date	Apr 10, 2018 (Or Until Filled)

General Description

With latitude, when delegated, for independent judgment, is responsible for day to day oversight of administrative matters for the Chief Operating Officer, provides clerical and administrative support including routine office work on computers and other office equipment, preparing and processing paper or electronic documents. Following established protocols and standard office procedures, provides direct contact with customers/clients.

Other Duties

- Coordinates day-to-day administrative activities based on the COO's guidance and goals.
- Maintains accurate up-to-date calendars.
- Tracks correspondence, including email; sorts and distributes mail
- Schedules meetings, screens guests, phone calls, and correspondence; determines nature of visit or inquiry.
- Coordinates all travel schedules and arrangements.
- Prepares written replies to basic or repetitive inquiries; when delegated, initiates action on day-to-day matters not specifically requiring the attention of the COO.
- Locates basic information or background materials for administrative meetings; prepares summaries as directed; converts information to various presentation formats; oversees scheduling details and meeting details.
- Assists in the preparation of reports and presentations.
- Oversees production of minutes of various committee meetings.
- Provides assistance and responds to verbal and written requests for information.
- Other duties as assigned

Qualifications

- Bachelor's degree required.
- At least one year of work experience.
- Excellent computer skills including word processing and spreadsheet.
- Ability to learn quickly and apply internal and external policies and procedures.
- Ability to interact with all levels of management and external entities.
- Ability to exercise good judgment and work independently.