

Job Title	Administrative Assistant (Legal Affairs)
PVN ID	RF-2301-005347
Category	Administrative Services
Location	RESEARCH FOUNDATION OF C.U.N.Y.
Department	Office of Legal Affairs
Status	Full Time
Annual Salary	\$47,352.00 - \$55,244.00
Hour(s) a Week	35
Closing Date	Aug 24, 2023 (Or Until Filled)

General Description

The Administrative Assistant, a confidential and non-bargaining-unit position within the Foundation's Office of Legal Affairs, provides administrative support and directly assists the Executive Assistant to Chief Counsel and the Deputy Chief Counsel and, as needed, the Chief Counsel and acts as a back-up to the Executive Assistant in the Executive Assistant's absence. The Administrative Assistant serves as a liaison between the field and the Office of Legal Affairs, making exemplary customer service skills a necessity. Assists in the preparation of documents for the Office of Legal Affairs; manages document tracking and contract log data; updates legal resources; maintains the legal library.

Other Duties

Reporting to the Executive Assistant to the Chief Counsel, the incumbent:

- Provides administrative support and related assistance to the Office of Legal Affairs and the Deputy Chief Counsel
- Responds to inquiries and resolves routine problems from Foundation personnel, principal investigators, grants officers, and sponsoring agencies
- Answers telephones for the Office of Legal Affairs and the Deputy Chief Counsel, furnishing routine information and taking messages
- Assists with the management of the Legal Affairs intake mailbox, providing routine answers as possible and researching information to provide to senior staff for non-routine questions, as needed
- Assists the Deputy Chief Counsel by sending out contracts and follow-up on contracts
- Maintains accurate management of Legal Affairs data, including information in the document tracking systems and Contract Log
- Maintains the Foundation's library, including timely purchasing, filing, and updating of legal resources to maximize usefulness to the Legal Affairs staff, and organizing and maintaining the records of the Boards of

Directors of the Foundation and its related entities, as well as their committees

- Collects data and prepares reports and summaries under the direction of the Deputy Chief Counsel and Executive Assistant
- Maintains work assignment records
- Create files for incoming contracts and contract amendments, ensuring college approval and submission of all documents and referenced attachments. Request clarification from Grants Officers, as needed. Ensure amendments are accurate based on original agreement. Review Contract Intake form for accuracy and completion.
- Assess urgency of deadlines, working with Grant Officers to request extensions first, and escalating to Executive Assistant and Deputy Chief Counsel, as needed
- Create/manage sponsor portals and departmental logins, troubleshooting to resolve issues
- Assist department staff with locating communication/emails from sponsors, answering questions regarding procedures with specific sponsors
- Performs other duties as assigned

Qualifications

- Baccalaureate degree preferred
- Superior customer service and interpersonal skills
- Two years' experience in secretarial or administrative capacity in a complex office environment
- Excellent communication skills, both oral and written
- Proficient skill with Microsoft Office (Word, Excel, and Outlook) and advanced knowledge of current business application software
- Superior multi-tasking skills
- Ability to plan and organize work in a time efficient manner.
- Ability to work as a team member.