
Job Title	Assistant Office Manager
PVN ID	VA-1510-000806
Category	Clerical/Office Services
Location	OFFICE OF SR. UNIV DEAN FOR ACADEMIC AFFAIRS
Department	Senior University Dean for Academic Affa
Status	Full Time
Annual Salary	\$35,000.00 - \$45,000.00
Hour(s) a Week	35
Closing Date	Feb 01, 2016 (Or Until Filled)

General Description

College Specific Information:

The City University of New York (CUNY) is the nation's leading urban public university serving more than 540,000 students in matriculated degree, certificate and continuing education programs at 24 colleges and institutions in New York City. The Office of the Senior University Dean for Academic Affairs oversees a wide range of programs and initiatives at the University, including adult literacy programs, service learning, early childhood professional development, collaborative programs with the New York City public schools, workforce development and continuing education, as well as programs such as the CUNY Language Immersion Program (CLIP), Accelerated Study in Associates Program (ASAP) and CUNY Start.

The successful candidate will provide office management and facilities support to program staff as well as manage resources and organizational systems to support the efficiency of the office.

Reporting to the Coordinator of Operations, the Assistant Office Manager will:

- Manage equipment inventory and ensure all equipment is properly functioning. Submit service requests as needed.
- Maintain statistics and reports on equipment performance, supply usage and other administrative needs for budget, analysis and purchasing purposes.
- Monitor and maintain office supplies inventory for all equipment, including toner and paper.
- Maintain inventory of office, desk, cabinet, and restroom keys. Handle staff requests for keys.

- Assist in the set-up process for new staff: request building ID, create key card, provide workstation keys and ensure office/cubicle space is prepared (with access to a working phone and computer.)
- Coordinate with program management staff to ensure retrieval of key cards; workstation and restroom keys, and confirm return of any equipment supplied to staff during their employment.
- Assist in facilitating workstation moves.
- Ensure each workstation occupied by a staff person has a name tag.
- Oversee facility and safety inspections, fire drills, and other forms of emergency preparedness planning.
- Maintain a safe and secure work environment. Monitor all potential safety and security hazards; alert facilities or Public Safety department as required.

Works with management and program staff at the CUNY Central Office of the Senior University Dean for Academic Affairs to provide facilities support and assist in the organizational process of office operations. Accomplishes project results by communicating and coordinating requirements; appropriately prioritizing tasks; evaluating optional courses of action, providing status updates and ensuring set deadlines are met.

Other Duties

- Liaise with CUNY departmental offices (i.e., Facilities, Public Safety, Computing and Information Services (CIS) and mail services), as well as with external contractors/vendors/service providers.
- Maintain all appointments and schedules pertaining to IT and facility related matters, e.g., equipment service/upgrades, water filtration/dispenser services, A+ Technology, fire extinguishers and extermination services.
- Handle staff requests concerning facility related matters.
- Co-ordinate office staff activities to ensure maximum efficiency.
- Maintain office records system by following procedures; for retention, protection, retrieval, transfer and disposal of records.
- Maintain building services by assisting with identifying, selecting, and monitoring vendors. Monitor contract expiration dates.
- Provide back-up to other support staff, including Administrative Manager.
- Participate in special projects as assigned.
- May be assigned other tasks and duties reasonably related to their job responsibilities.

Qualifications

Minimum Qualifications:

- Effective interpersonal skills with demonstrated ability to work with other people.
- Ability to effectively present information to management, staff, internal and external vendors or service providers, in verbal or written form.

- Ability to organize, prioritize and execute responsibilities in the face of conflicting priorities or unexpected situations.
- Effective problem solving skills and ability to make good judgements.
- Ability to perform basic mathematical skills such as addition, subtraction, division and multiplication.
- Ability to write business correspondence, respond to inquiries or complaints.
- Ability to work in a dynamic, fast paced work environment.
- Ability to recognize the need for confidentiality of information and to maintain such confidences.

Other Qualifications:

- Strong verbal communicator; comfortable interacting with people across all levels within CUNY (from Facilities, Computing Information Systems, to peers), as well as with building management staff.
- Proficient in Microsoft Office Suite (especially Excel).
- Experience coordinating and managing work/project plans and timelines.
- Ability to articulate the department and CUNY's philosophy, mission and goals to a varied audience.

Education and Experience:

Bachelor's degree, from an accredited college or university. At a minimum an Associate's degree combined with experience, will be considered in lieu of a bachelor's degree. Previous experience with facilities maintenance, purchasing, and office machinery is preferred.