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| <b>Job Title</b>      | Creative Arts Team Administrative Assistant  |
| <b>PVN ID</b>         | VA-2411-006576                               |
| <b>Category</b>       | Clerical/Office Services                     |
| <b>Location</b>       | OFFICE OF SR. UNIV DEAN FOR ACADEMIC AFFAIRS |
| <b>Department</b>     | CUNY Creative Arts Team                      |
| <b>Status</b>         | Part Time                                    |
| <b>Hourly Rate</b>    | \$25.00-\$30.00                              |
| <b>Hour(s) a Week</b> | 15.00-19.00                                  |
| <b>Closing Date</b>   | Jan 18, 2025 (Or Until Filled)               |

## General Description

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### MISSION

CUNY's Office of K16 Initiatives creates innovative pathways for young New Yorkers to envision and achieve success, by engaging strategic partners in confronting systemic educational inequities.

### GENERAL DESCRIPTION

The CUNY Office of K16 Initiatives, Creative Arts Team (CAT) is seeking a detail-oriented and proactive Administrative Assistant to join our dynamic team. In this role, you will play a pivotal part in supporting the CAT program staff by managing day to day operational logistics, including supply orders, office requests, and catering requests. Reporting to the Executive Director of CAT and the Budget Director of K-16, you will be serving as a key resource on administrative policies and procedural matters, you will act as a crucial liaison for staff, addressing inquiries with sensitivity and confidentiality, and resolving them or appropriately referring them to the relevant administrator. Additionally, you will provide vital administrative support to program directors and the Executive Director of CAT. The successful candidate will thrive in a fast-paced environment, possess strong organizational and communication skills, earn the trust of staff and exhibit a proactive approach to problem-solving. If you are a collaborative and resourceful professional with a passion for supporting programmatic initiatives, we encourage you to apply.

## Other Duties

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- Maintain oversight and coordinate various administrative tasks for the Creative Arts project teams including supply/catering orders, space requests in partnership with the K-16 Administrative and Fiscal Coordinators
- Maintain oversight and coordinate the process of personnel tasks including: hiring paperwork support, DOE fingerprinting clearance, key cards/IDs, collection of timesheets in partnership with the K-16

Personnel Coordinator.

- Serves as an immediate resource on administrative policies and procedural matters for CAT, serving as a crucial liaison for staff working at different offices, receives inquiries and resolves them, or refers to the appropriate K-16 or CAT administrator, ensuring sensitivity and confidentiality.
- Organize and manage important back-up documentation of projects.
- Serve as administrative point person between the Creative Arts Team Office and the K-16 Initiatives Budget & Administration team.
- Other duties or special projects as assigned.

## Qualifications

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- Pursuing a bachelor's degree or completion of a 2-year degree.
- Excellent oral and written communication skills.
- Seasoned skills and experience in performing effective office, program and information management, including suggestions for process improvements, short- and long-term administrative planning.
- Exceptional organizational skills and attention to detail are essential.
- Excellent customer service and experience working collaboratively and cooperatively with a diverse community of staff, partners, and external constituents.
- A growth mindset and enthusiasm for learning, coupled with the ability to work within a team environment.
- Ability to evaluate the time-sensitivity of requests received and expedite accordingly.
- Research and data analysis skills.
- Computer proficiency using administrative, financial, and organizational programs, systems or databases, such as Google Sheets, Office 365, and virtual meeting/conferencing and collaboration tools (MS Teams & Zoom).