



<b>Job Title</b>	Special Assistant, Board of Trustees
<b>PVN ID</b>	VC-2001-003477
<b>Category</b>	Clerical/Office Services
<b>Location</b>	OFFICE OF VC - FACILIT PLAN, CONSTRUC & MGMT
<b>Department</b>	FPCM
<b>Status</b>	Full Time
<b>Salary</b>	Depends on qualifications
<b>Hour(s) a Week</b>	35
<b>Closing Date</b>	Feb 28, 2020 (Or Until Filled)

## General Description

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The City University Construction Fund (CUCF) is a public benefit corporation established in 1966 by the New York State Legislature. The Mission of CUCF is to manage the resources necessary for the design and construction of space required to support the educational mandate of the City University of New York (CUNY). A seven-member Board of Trustees governs the CUCF's programs. CUNY's Office of Facilities, Planning and Construction Management (FPCM) is the central administrator of the capital program.

The Special Assistant provides administrative support to the CUCF Board of Trustees, the CUNY Board of Trustees Committee on Facilities Planning and Management and CUNY's Office of Facilities, Planning and Construction Management.

Review of resumes begins Tuesday, January 21, 2020.

## Other Duties

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### Responsibilities

- Schedule and organize CUCF Board of Trustee meetings including preparation of agendas, board resolutions, and related materials; ensuring room, catering and transportation arrangements.
- Prepare for CUNY Board of Trustee meetings including preparation of agendas, board resolutions, and related materials.
- Attend CUCF Board of Trustee meetings and CUNY Board of Trustees Committee meetings for set-up, to enable video conferencing connection, and take notes.
- Post-meeting responsibilities include drafting Minutes for CUCF Board of Trustees meetings using transcription software and ensuring final approval and filing.
- Act as liaison to the Secretary of the City University of New York Board of Trustees to prepare agenda items, resolutions and related materials for consideration for CUNY Board of Trustees Committee on Facilities Planning and Management, as well as for full CUNY Board of Trustees meetings. Draft remarks, reports and slide shows as requested.
- Provide administrative support to managers at the Office of Facilities, Planning and Construction Management, including coordinating calendars, directing phone calls and taking messages, drafting correspondence, reports and presentations.

## Qualifications

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1. High School Diploma and minimum 10 years of experience working with high-level executives in medium to large organizations.
2. Excellent writing, communication and presentation skills.
3. Excellent organizational skills.
4. Flexibility, initiative and ability to multi-task.

