
Job Title	Senior Administrative Assistant
PVN ID	CC-1807-002601
Category	Clerical/Office Services
Location	The CITY COLLEGE of NEW YORK
Department	CUNY Dominican Studies Institute
Status	Full Time
Annual Salary	\$34,713.00 - \$54,715.00
Hour(s) a Week	35
Closing Date	Sep 12, 2018 (Or Until Filled)

General Description

The Senior Administrative Assistant will work closely with the Director of the CUNY Dominican Studies Institute to manage day-to-day operations of the Institute as well as to draft and edit written content.

Position is for a year, renewable depending on performance and funding availability. Position is open until filled.

Other Duties

- Assist the Director with overseeing and management of all CUNY DSI's deadlines;
- Coordinate activities and act as liaison with internal departments, executives, and employees;
- Manage Director's calendar including speaking engagements and projects;
- Assist the Director with presentations and speaking engagements;
- Monitor phone calls and manage messages for the Director and CUNY DSI;
- Answer pertinent inquiries from the public;
- Provide backup and assistance to other CUNY DSI staff;
- Handle both domestic and international travel arrangements following established guidelines for CUNY;
- Manage the reconciliation of the Institute's credit cards;
- Handle confidential and time sensitive information;
- Perform other duties as assigned by the Director.

Qualifications

- B.A. degree minimum; M.A. preferred;
- Superior writing skills; strong knowledge of the English language;

- Bilingual: English and Spanish;
- Proficiency in Microsoft Suite;
- Ability to manage multiple tasks and competing priorities under a strong sense of urgency;
- Excellent interpersonal and communication skills to interact with external people and multiple levels of staff at CUNY, CCNY and CUNY DSI;
- Capable of working independently, in a fast paced environment;
- Capable of following through with projects from start to finish with little to no supervision;
- Detail-oriented;
- Excellent organizational skills.

Knowledge about the Dominican people is a plus.

To apply: Include cover letter addressed to Dr. Ramona Hernandez, a resume, and two references.