
Job Title	Administrative Assistant
PVN ID	RC-2109-004249
Category	Clerical/Office Services
Location	CUNY-ADVANCED SCIENCE RESEARCH CENTER
Department	Nanoscience
Status	Full Time
Annual Salary	\$45,000.00 - \$55,000.00
Hour(s) a Week	35
Closing Date	Nov 16, 2021 (Or Until Filled)

General Description

- The Administrative Assistant will report to the Business Development Director of the Sensor Center for Advanced Technology (CAT) at the CUNY's Advanced Science Research Center (ASRC). The CAT is situated within the ASRC building located next to City College in West Harlem. The CAT serves as the main industrial outreach program that focus on building partnerships between scientific researchers at CUNY and state industry. The assistant will provide support in managing information and finances generated from these industry partnerships at the ASRC.

Other Duties

- Responsibilities include, but not limited to the following:
 - Manages operations of the CAT program to enhance organizational effectiveness and ensure discretion in all activities
 - Prepares executive communications and reports
 - Manages the collection, ensures adherence to records management policies, and distribution of confidential information and documents, including intellectual property, legal, and finance documents
 - Track and analyze program expenditures, fiscal and procurement transactions
 - Participates with program planning and implementation of various projects, meetings, and events
 - Receives program inquiries, organizes them and refers them to appropriate staff, using discretion and sound judgement

Qualifications

- Bachelor's Degree and relevant experience required

- Experience supporting and performing administrative, operational, and budget work
- Ability to edit and manage complex work-related correspondence and financial data
- Proven experience in Microsoft Office Suite, with an emphasis on Excel; ability to learn and adapt to current reporting systems/methods in place
- Detail oriented and accurate with strong quantitative, analytical, and writing skills
- Strong work ethic and integrity, with high level of professional discretion
- Strong organizational and follow-through skills to develop and execute work plans, manage multiple assignments and meet deadlines
- Ability to communicate effectively with diverse populations, providing accurate and appropriate information; Ability to work independently and as part of a team
- Demonstrate ability to work remotely (as necessary or required by CUNY-ASRC policy)
- Interest in working within an interdisciplinary scientific community and commercialization of new technology is beneficial, but not required