

Job Vacancy Notice

Job Title: Confidential Executive Coordinator

Job ID: 20347

Location: Hostos Community College

Full/Part Time: Full-Time

Regular/Temporary: Regular

POSITION DETAILS

Reporting to the Legal Specialist - Paralegal, the Confidential Executive Coordinator will provide confidential administrative support to the Executive Counsel & Labor Designee and perform general office coordination activities, including maintaining files on the Legal Affairs and Labor Relations Office server, digitizing files, maintaining office calendars, and responding to sensitive requests/inquiries.

In addition, the Confidential Executive Coordinator will have the following responsibilities:

- Manage communications, update meeting schedules, log and track all incoming and outgoing correspondence
- Collect data, help prepare and distribute reports and/or presentations using word processing, spreadsheets, and presentation software.
- Update office databases, lists, and files to ensure completeness and accuracy; assists in creating and maintaining office web page; maintain office archives and collections.
- Assists with processing contracts, affiliation agreements, and memoranda of understanding.
- Coordinates records management under CUNY Retention Policy.
- Assists with preparing for academic appeals, grievances, disciplinary proceeding, litigation matters, and other proceedings.
- Assist with responding to requests for documents, including Freedom of Information Law (FOIL) requests and subpoenas.
- Assists with Joint Commission on Public Ethics (JCOPE) reporting and preparing mandatory ethics training materials for distribution.
- Collaborate with other College offices on routine tasks and special assignments, as needed. (All divisions and key offices including HR, Provost's Office, Registrar's, and academic departments)
- May assist with processing of contracts, affiliation agreements, leases, litigation records and subpoena files, employee and student disciplinary actions, Human Rights complaints, and other matters.
- May supervise student and/or part-time workers and volunteers.

QUALIFICATIONS

Bachelor's degree required.

The following qualifications are preferred:

- Minimum two years related full-time experience
- Working knowledge of College and University policies and procedures
- Excellent verbal/written communication and computer skills
- Strong analytical, evaluative, and research skills
- Understanding of file management and organization
- Demonstrated ability to apply a sound knowledge of best practices related to management of records, including preservation and protection
- Experience utilizing electronic databases, including Microsoft Office Suite and Adobe Acrobat
- Availability to work evening and weekend hours when required

CUNY TITLE OVERVIEW

Provides administrative support as a confidential assistant to a Campus or University Executive.

- Coordinates office operations such as meetings, communications, events, and reports
- Maintains extensive files and records for the unit
- Maintains accurate calendars, schedules, and key dates
- Collects data for, prepares, and distributes reports and presentations using appropriate technology; runs basic system queries and reports
- Updates office databases, lists, and files to ensure completeness and accuracy; maintains current information on department web site(s), manuals, and other materials
- Provides clear communications on the Executive's behalf both within and outside the unit
- Performs related duties as assigned.

This position is excluded from union representation.

CUNY TITLE

Assistant to HEO

FLSA

Non-exempt

COMPENSATION AND BENEFITS

\$40,815 - \$48,210; commensurate with education and experience.

CUNY's benefits contribute significantly to total compensation, supporting health and wellness, financial well-being, and professional development. We offer a range of health plans, competitive retirement/pension benefits and savings plans, tuition waivers for CUNY graduate study and generous paid time off. Our staff also benefits from the extensive academic, arts, and athletic programs on our campuses and the opportunity to participate in a lively, diverse academic community in one of the greatest cities in the world.

HOW TO APPLY

Applicants must apply online by accessing the CUNY website at www.cuny.edu and navigate to the following links: "Employment" and "Search Job Openings"

Please attach resume, cover letter, and three professional references.

CLOSING DATE

April 5, 2019

JOB SEARCH CATEGORY

CUNY Job Posting: Managerial/Professional

EQUAL EMPLOYMENT OPPORTUNITY

CUNY encourages people with disabilities, minorities, veterans and women to apply. At CUNY, Italian Americans are also included among our protected groups. Applicants and employees will not be discriminated against on the basis of any legally protected category, including sexual orientation or gender identity. EEO/AA/Vet/Disability Employer.