

Job Vacancy Notice

Job Title: Administrative Specialist - Academic Affairs

Job ID: 19626

Location: Hostos Community College

Full/Part Time: Full-Time

Regular/Temporary: Regular

POSITION DETAILS

The Division of Academic Affairs is comprised of ten academic departments, tutoring and advisement services as well as numerous academic programs and offices. Under the direction of the Provost and Vice President for Academic Affairs, the Office of Academic Affairs (OAA) provides leadership for the division and oversees curricular initiatives, instruction, accreditation, licensure, faculty matters, and administrative processes for the division's programs and offices. In addition, OAA is responsible for providing professional development opportunities for faculty and staff to further pedagogy, innovation and collaboration, and to increase faculty research activity and scholarship.

The Office of Academic Affairs seeks applications for an Administrative Specialist. Reporting directly to the Director of Academic Affairs, the successful candidate will be responsible for but not limited to the following additional duties:

- With discretion and integrity, liaises with the Office of Labor Relations, Human Resources, and Faculty to coordinate faculty promotion and tenure review processes.
- Collaborates with Office of Labor Relations to maintain the proper compliance with Professional Staff Congress (PSC) bylaws.
- Serves as the office contact for all student complaints; meets with students, identifies concerns and provides timely follow-up to students and other involved parties; and serves as office representative on the Student Appeals Committee.
- Supervises and reviews the work of full-time and part-time office support staff in the maintenance of core operations for the office; anticipates needs and provides appropriate guidance to ensure the team is operating efficiently and effectively.
- Manages office administrative policies and processes including regular review of existing policies and procedures to ensure best practices; documents processes, guidelines, and procedures.
- Under supervision, coordinates invoice processing and budget tracking and assists in tracking of budget management and development.
- Manages the Faculty Supplemental Travel Fund including the formula-driven allocation of funds; assists faculty with the CUNYfirst Travel Module; and coordinates with the accounts payable and budget office to facilitate the reimbursement of faculty for professional travel
- Manages and coordinates the Provost's calendar; arranges complex meetings and prepares meeting materials and logistics.
- Determines priority status of meeting requests, triages requests, refers and

- schedules as appropriate.
- Anticipates a variety of needs and problems and proactively implement solutions.
- Contributes new ideas that improve efficiency.

QUALIFICATIONS

Bachelor's Degree and four years' relevant experience required.

The following qualifications are preferred:

- Excellent communication and interpersonal skills
- Demonstrated sense of urgency, initiative, responsiveness, and attention to detail
- Availability to work evening and weekend hours

CUNY TITLE OVERVIEW

Provides administrative and program support to an administrative or academic department.

- Oversees department operations and assists management in planning department activities, creating schedules, assigning staff and preparing and delivering department communications.
- Works with appropriate offices related to personnel recruitment, expediting search activities
- Research coordinates and organizes materials for key events such as promotion and tenure reviews.
- Supervises and trains support staff and student workers.
- Manages budget and coordinates purchasing, accounting, and payroll.
- Provides instructions and basic advice to students, faculty, and others seeking information on department activities, policies, and schedules.
- Performs related duties as assigned.

Job Title Name: Administrative Specialist

CUNY TITLE

Higher Education Assistant

FLSA

Non-exempt

COMPENSATION AND BENEFITS

\$51,126 - \$65,817; 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 Postings"

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

CLOSING DATE

Open until filled with review of resumes to begin November 23, 2018.

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.
