Administrative Specialist- Public Management  
**Job Number:** 13148  

**Posted:** 06/18/2015  
**Contract Title:** Higher Education Assistant  
**Position Type:** Fulltime/Regular  
**Closing Date:** 07/19/2015  
**Compensation:** $44,552 - $46,302  
**College Website:** John Jay College

The Administrative Specialist reports directly to the Department Chair: Responsibilities include:  
- Supports the chair and coordinators in course scheduling and documentation  
- Take minutes at and maintains records of departmental and program meetings  
- Maintains and updates policy manuals for department programs  
- Supervise CA in schedule implementation and student problem solving  
- Liaison for MPA Advising Staff to registrar and related offices for student academic records  
- Coordinate illness coverage, productions of major documents and teaching evaluations  
- Create and maintain departmental and academic program files  
- Maintain master departmental calendars, and records of OTPS and Departmental discretionary Budget  
- Administers access to CUNYfirst for faculty and staff, coordinates and initiates all purchases  
- Process personnel documents (primarily adjuncts PAFs and timesheets)

**Minimum Qualifications:** Bachelor's Degree and four years' relevant experience required.

**How To Apply:** To apply, go to www.cuny.edu, access the employment page, log in or create a new user account, and search for this vacancy using the Job ID or Title. Select "Apply Now" and provide the requested information.