Administrative Specialist - Sociology

Job Number: 13059

Posted: 06/08/2015
Contract Title: Higher Education Assistant
Position Type: Full-time/Regular
Closing Date: 07/09/2015
Compensation: 42,873-55,782
College Website: John Jay Website

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.

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.