Job Vacancy Notice

Job Title: Assistant to Director of Professional Studies (Admin Executive Assistant)
Job ID: 14274
Location: John Jay College

Regular/Temporary: Regular

POSITION DETAILS

In addition to the general duties, the Administrative Executive Assistant will:
- Coordinate activities across Professional Studies
- Act as a liaison to other administrative offices
- Arrange travel for visitors and staff of Professional Studies
- Coordinate and oversee Professional Studies events

John Jay College of Criminal Justice, a senior college of the City University of New York (CUNY), is an internationally recognized leader in educating for justice, committed to the advancement of justice and just societies. It is a public liberal arts college that enriches the entire learning experience by highlighting themes of justice across the arts, sciences, humanities, and social sciences. Located steps from Lincoln Center at the cultural heart of New York City, the College offers bachelors and masters degrees and participates in the doctoral programs of the Graduate School of the City University of New York. John Jay College is also recognized for serving a broadly diverse student population. Under the leadership of its fourth president, Jeremy Travis, John Jay College has experienced unprecedented faculty hiring, an expansion of its curricular offerings, and the opening in 2011 of a new 600,000 square foot building complete with a black-box theatre, state-of-the-art lab space for students and faculty, a moot courtroom, and a variety of virtual learning settings. As evidenced by so many on-going developments, the College offers its many new faculty and staff the opportunity to shape the future of their institution

QUALIFICATIONS

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

Other Qualifications:
- Excellent oral and communication skills

CUNY TITLE OVERVIEW

Provides support to a Campus or University Executive, organizing and supervising unit activities.

- Creates appointment and meeting schedules, arranges meetings, and prepares for a variety of special events. Maintains an ongoing calendar of reports, deadlines, and key dates and incorporates these into a schedule.

- Coordinates Executive communications, including those requiring a high degree of sensitivity. May respond to public inquiries as well as requests from within the Campus/University community.

- Organizes, creates, and distributes key, complex management reports with a high degree of accuracy.

- Organizes, manages, and tracks written and email correspondence, maintaining logs and records of follow-up activities.

- Procures required internal and external resources and services and manages their utilization.

- May supervise office staff, performing basic Human Resources functions such as recruiting and interviewing.

- May perform related duties as assigned; may participate in special projects and efforts to improve unit effectiveness.

Job Title Name: Administrative Executive Assistant
CUNY TITLE
Higher Education Assistant

FLSA
Non-exempt

COMPENSATION AND BENEFITS
Compensation: $42,873 - $55,782

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
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. Please submit resume and cover letter.

CLOSING DATE
February 4, 2016

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.