

Job Title: CUNY Administrative Assistant, Level 1 (Provisional) - Biology Department

Job ID: 31012

Location: College of Staten Island

Full/Part Time: Full-Time

Regular/Temporary: Regular

GENERAL DUTIES

This position has responsibility for the operation of a major administrative College activity, or difficult administrative and secretarial work in an office with College-wide responsibilities, or in an unusually complex academic department. May perform duties described under the lower title, CUNY Office Assistant (04802). Persons in this position are accountable for rendering quality services in a respectful, courteous and professional manner. In the University's multicultural environment, incumbents provide consistent assistance to everyone.

A CUNY Administrative Assistant position will be assigned to either Level 1 or Level 2. A position assigned to Level 1, with wide latitude for the exercise of independent initiative and judgment, performs office or secretarial work in various units, following relevant departmental, College, and University procedures. A position assigned to Level 2, with wide latitude for the exercise of independent initiative and judgment, performs very complex administrative or supervisory work; may work with other College units to complete significant administrative functions (e.g., payroll, facilities, personnel, budget, records, security, etc.).

This position is in CUNY's Classified Civil Service. The full specification is available on our web site at <http://www.cuny.edu/about/administration/offices/ohrm/hros/classification/ccsjobs.html>

CONTRACT TITLE

CUNY Administrative Assistant

FLSA

Non-exempt

CAMPUS SPECIFIC INFORMATION

Reporting to the Chairperson, the CUNY Administrative Assistant will provide supervision of the administrative clerical functions for the Department of Biology. The successful candidate must have excellent customer service skills and demonstrate a high level of professionalism. Since this position is an in-person position, the successful candidate must be able to come to office every day. Additional tasks include but are not limited to:

- Assists with all aspects of the Department's management adhering to strict deadlines
- Maintains and updates the calendar, schedules/cancels meetings and assist with routine and special events and program activities for the Department and for the Chairperson.
- Supervises CA and Work Study staff in Department office. Trains newly hired personnel in intricate and pivotal tasks, including but not limited to office duties and policies/procedures.
- Prepares reports, including drafts, using information received from various sources. Drafts routine and complex correspondence.

- Communicates with other academic or administrative departments or outside agencies to expedite the processing of work.
- Maintains Departmental OTPS, Travel, and Equipment accounts and reconciles books. Coordinates all Departmental budgetary expenditures, including purchasing of supplies, honorarium payment, reimbursement, and payments for recruitment events.
- Verifies students' transcripts, recording grades and grade changes.
- Assists Chair in preparing class schedules and class assignments, in preparing PAF, in reserving rooms and equipment.
- Assists in registration activities within the department as authorized in processing add/drop forms and over tally requests.
- Coordinates and communicates faculty observation schedules every semester and coordinate the schedule of all faculty evaluation reports required for reappointment and promotion.
- Prepares and maintains faculty multiple position form and workload reports for Department, with continuous editing of report through the offices of the Dean and Provost.
- Assists with and participate in the planning process for special events and projects, including but not limited to departmental Open House, departmental conference/seminar, and New Student Orientation events.
- Represents the office in a professional and respectful manner at events; serving as the face of the Biology's Office when greeting/addressing diverse visitors, respond to phone and email inquiries.
- Filters all students request to meet with the Chair and schedule their appointments
- Performs other duties as assigned.

MINIMUM QUALIFICATIONS

Proof of meeting qualification requirements is needed before the close of a Civil Service Examination filing period. You may be asked to provide proof of meeting these requirements at any time between your application and the close of the filing period.

1. Permanent status as a CUNY Office Assistant at Assignment Level 1 (Pay Level 3) or Assignment Level 2 (Pay Level 4).

Candidates who meet the above requirements must also meet requirements 2 and 4 after the close of the filing period.

2. Candidates must take and pass a job-related Civil Service Examination that measures critical competencies for the position.

3. Candidates must undergo a background check, including a fingerprint screening and a verification of their education and work history.

4. Candidates must demonstrate technical competence in using job-related software (e.g., word processing or other).

OTHER QUALIFICATIONS

MUST BE A CURRENT CUNY EMPLOYEE -- **CUNY ADMINISTRATIVE ASSISTANTS AND CUNY OFFICE ASSISTANTS (LEVELS 3 & 4) ONLY **

The successful candidate must have excellent interpersonal skills and demonstrate a high level of professionalism.

- Excellent time management
- Strong interpersonal, organizational and communication skills.

- Ability to maintain high degree of confidentiality.
- Proficiencies in Microsoft Office (Word, Excel, PowerPoint, Outlook, etc.)
- Experience with running student or enrollment queries using CUNYfirst.
- Well organized, accurate, detail oriented and the ability to multi-task in a high profile area where confidentiality is of utmost importance.
- Ability to work efficiently in a fast-paced environment

COMPENSATION

\$56,501

BENEFITS

CUNY offers a comprehensive benefits package to employees and eligible dependents based on job title and classification. Employees are also offered pension and Tax-Deferred Savings Plans. Part-time employees must meet a weekly or semester work hour criteria to be eligible for health benefits. Health benefits are also extended to retirees who meet the eligibility criteria.

HOW TO APPLY

To apply, please visit <http://cuny.jobs/> and enter the Job ID# in the “What” section field. Candidates must attach a resume, cover letter, and three professional references (name, title, organization, and contact information) as one file.

CLOSING DATE

*Reposted; previous applicants need not reapply.

November 21, 2025

JOB SEARCH CATEGORY

CUNY Job Posting: Support Staff

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.