

Job Title: CUNY Administrative Assistant, Level 1 (Provisional) - SEEK Program

Job ID: 31059

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

The Percy E. Sutton SEEK (Search for Education, Elevation & Knowledge) Program is a higher education opportunity program established at the senior CUNY colleges to provide comprehensive academic support.

The CUNY Administrative Assistant oversees daily administrative operations for the Percy E. Sutton SEEK Program. This role involves managing the program's logistics, providing administrative support to program staff, and serving as a key point of contact for students, faculty, and staff involved in the program. This position reports to the Director of the Percy E. Sutton SEEK Program.

The SEEK CAA supports projects, initiatives, and activities that impact an academic or administrative department. Additional tasks include, but are not limited to:

- Provides direct administrative support to the SEEK Director and program staff, including scheduling, organizing meetings, preparing reports, maintaining office calendar and program's database of campus & external partners, and handling correspondence
- Under the supervision of the SEEK Director, manages the day-to-day operations of the SEEK office, including serving as a first point of contact for students, assists with monitoring phone messages/ reception area and answering inquiries and directing stakeholders as needed.
- Assists in monitoring the budget operations and processes for SEEK including preparation and monitoring reports.
- Processes and manages requisitions, travel expenses, reimbursements, purchase orders, receipts, contracts, and related data.
- Plans and coordinates SEEK events such as workshops, staff training sessions, including reserving venues, managing RSVPs, arranging catering and related purchases.
- Updates office databases, lists, and files and collects data for reports and manages the program's email inbox and social media accounts.
- Communicates with other academic or administrative departments or outside agencies to support the program.
- Supervise and establish work priorities for College Assistants.
- Performs related 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.)
- 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 go to www.cuny.edu; select "Employment", "Search Job Listings," "More Options to Search for CUNY Jobs," then enter the Job ID# in the "Job Opening ID" field. Cover letter, resume, and additional supporting documents for candidacy must be submitted as one file.

CLOSING DATE

October 29, 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.