Personnel Vacancy Notice

Preview PVN

Title: Office Manager
Department: Office of Academic Affairs, CUNY Central Office
Location: 555 West 57 Street
Issue Date: Wednesday, September 08, 2010
PVN Number: RAD-786

General Description:
Reporting to the Director, the Office Manager will oversee and manage administrative matters for the Technology Commercialization Office, operating with latitude, as delegated, for independent judgment, initiative and decision making. In addition to being responsible for the day-to-day oversight of administrative matters, the incumbent will undertake assignments of a basic-to-complex nature, exercising paraprofessional skill and judgment, with particular responsibility for management of accounting and reporting needs of the office. As needed, will help manage flow of interns and office research assistants in office.

Other Duties:
• Coordinates day-to-day administrative activities based on the Director’s guidance and goals;
• Reviews for action electronic e-mails to determine appropriate action/referral. Follows up to assure compliance;
• Oversees database to maintain control over information flow and accuracy of data and inputs into database various important communications and records with comments as needed;
• Resolves administrative matters referred to the unit;
• Maintains accurate up-to-date calendars; briefs and prepares the Director for the daily activities; provides alerts to upcoming important meetings and commitments, with analysis; tracks correspondence, including email; prevents missed deadlines and missed appointments;
• Schedules meetings; screens guests, phone calls, and correspondence; welcomes and assists visitors; determines nature of visit or inquiry; follows priorities for limited access;
• Coordinates travel schedules and arrangements;
• Prepares written replies to basic or repetitive inquiries; when delegated, initiates action on day-to-day matters not specifically requiring the attention of the Director;
• Assists in the gathering, preparation, and dissemination of information relating to the administration and management of the department or area;

• Locates basic information or background materials for administrative meetings; prepares summaries as directed; converts information to various presentation formats; oversees scheduling details and meeting details;

• Assists in the preparation of reports, spreadsheets and presentations, and other materials;

• Implements processes to improve and streamline office administrative operations;

• Keeps financial records related to office administration, including processing purchase orders, purchasing supplies and equipment, responding to invoice and reimbursement inquiries;

• Operates office accounting system and prepares conventional and advanced accounting reports for the Director for tracking of office finances;

• Organizes petty cash receipts and distribution;

• Provides assistance and responds to verbal and written requests for information;

• Coordinates with professional and subordinate staff in fulfilling any of the above assignments;

• Arranges and assists with meetings, special events, ceremonies, and conferences, including possible travel to other sites; handles VIP attendees;

• Prepares drafts of reports and documents for the Director based on information and research gathered from basic sources;

• Helps supervise interns and office research assistants;

• Other duties as assigned

**Salary Range:** $31,614 - $54,715

**Core Competencies/Qualifications:**

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• Proficient in use of major software programs for supporting office operations: including but not limited to software in support of databases, word processing, spreadsheets, presentations, publications, mailings, web and internet, and email;

• Proficient in Quick Books accounting software and having ability to issue financial status reports as needed (but no proficiency in tax/IRS accounting is required);
• Proficient in use of MS Word, MS Excel and database software;
• Ability to organize, prioritize, and coordinate day-to-day projects and assignments;
• Able to handle multiple tasks
• Pleasant and accommodating to office needs, with good people skills.

QUALIFICATIONS:
• Bachelor’s Degree from an accredited college with basic accounting coursework, or equivalent formal training under professional supervision; (but no experience with tax/IRS accounting is required);
• Three (3) years of related work experience;
• Ability to dedicate self to work assignments, accept interruptions, meet deadlines, work independently and show independent initiative in solving problems without being asked, and work well in team environment;
• Demonstration of the specific competencies required at the time of hire;
• Ability to work independently and as part of a team;
• Ability to draft basic-to-complex business-related correspondence, minutes, summary documents, etc.;
• Ability to read, understand, and follow administrative policies and procedures;
• Ability to communicate effectively with diverse clients and staff, providing accurate and appropriate information; ability to articulate policies and procedures in response to inquiries;
• Ability to handle complaints, resolve conflicts, and refer issues appropriately to supervisors;
• Ability to identify administrative problems and correct incidents of poor service;
• Ability to organize and manage records and large archival systems/data bases;
• Ability to handle multiple tasks and meet deadlines; ability to follow-up as needed and take responsibility for completing assignments and satisfying customers/clients.

Position will remain open until filled.

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To apply, please submit application at:

http://www.rfcuny.org/hr/pvn/cgi-bin/show_job.asp?pvn=RAD-786