Job Vacancy Notice

Job Title: College Assistant—Narendra Paul Loomba Department of Management

Location: Baruch College

Full/Part Time: Part-Time

Regular/Temporary: Regular

General Duties and Responsibilities of College Assistant

Under supervision, performs miscellaneous clerical, administrative, research or other work related to the operation of a college or other unit where such work is required on a part-time basis or for a period of limited duration.

There is one Assignment Level for this position. All personnel perform related work. This specification describes typical assignments; related duties may be assigned as needed.

Maximum tenure for any employee in this hourly position is 1040 hours per year.

Qualification Requirements for College Assistant

Must demonstrate sufficient skills to perform the duties of the assigned tasks.

General Work Tasks

Performs routine clerical work; may answer and attend to telephone calls; maintain records, operate office machines (such as copier), sort and distribute mail, issue keys and identity cards, act as messenger, and perform related work tasks as required.

Types letters, memoranda, charts, and similar materials.

Acts as cashier.

Assists in statistical or research activities. May collect and compile data, code data for computer entry, perform data entry, and run computer reports.

Performs clerical library work, such as sorting and shelving books, performing data entry into library systems, or binding books and periodicals.

Enters and maintains departmental records such as inventory control records, rosters, directories, and schedules.

May operate computers, computer software, and other electronic equipment in performing assigned tasks.

Department and Campus Specific Information

The Narendra Paul Loomba Department of Management includes a faculty group of approximately 100 full-time and part-time faculty involved in teaching and research related to an array of subject matter areas. These areas include: a) Business, Society, and Sustainability; b) Entrepreneurship; c)
Organizational Behavior and Human Resource Management; d) Operations Management; and e) Strategic Management.

The Zicklin School of Business is the largest AACSB-accredited business school in the United States and offers an array of full-time, part-time, executive, and honors programs leading to BBA, MBA, MS, and PhD degrees. The Zicklin School of Business has seven departments including the Narendra Paul Loomba Department of Management, Stan Ross Department of Accountancy, Paul H. Chook Department of Information Systems and Statistics, Bert W. Wasserman Department of Economics and Finance, Department of Law, Allen G. Aaronson Department of Marketing and International Business, and William Newman Department of Real Estate, which can facilitate extensive research collaborations across disciplines.

Baruch College, one of 11 senior colleges of the City University of New York, attracts motivated students of proven achievement. It is one of the most culturally diverse institutions of higher education in the United States. Baruch College is located in the historic Gramercy/Flatiron district in Manhattan, New York City, between midtown and Wall Street. Baruch College is ranked among the region's and nation's top colleges by U.S. News & World Report, Forbes, Princeton Review, and others. Our campus is within easy reach of Wall Street, Midtown, and the global headquarters of major companies and non-profit and cultural organizations, giving students unparalleled internship, career, and networking opportunities. The College's more than 18,000 students, who speak more than 110 languages and trace their heritage to more than 170 countries, have been repeatedly named one of the most ethnically diverse student bodies in the United States.

Compensation and Benefits

Compensation for this position is commensurate with experience and ranges from $13.50 to $16.55 per hour.

CUNY offers a comprehensive benefits package to employees and eligible dependents based upon job title and classification. Part-time employees must meet a weekly or semester work hour criteria to be eligible for health benefits.

HOW TO APPLY

Please email your cover letter and resume to zsb.mgt.ca@baruch.cuny.edu

CLOSING DATE

June 8, 2018

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.