Job Vacancy Notice

Job Title: College Assistant – The Office of the Provost

Location: Baruch College

Full/Part Time: Part-Time (A commitment of twenty hours a week is required.)

Regula/ Temporary: Regular

General Duties and Responsibilities of a 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 a College Assistant

• Must demonstrate sufficient skills to perform the duties of the assigned tasks. Excellent Customer Service, Communication and Organizational skills.

• Strong computer skills (MS Word, Outlook, Excel and PowerPoint) highly desired.

• Detail oriented.

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 to other offices, and perform related tasks as required.

• Types letters, memoranda, charts, and similar materials.

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

• 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 Office of the Provost and Senior Vice President for Academic Affairs at Baruch College works in concert with the Faculty, Department Chairs, the Deans of the Zicklin School of Business, the Weissman School of Arts and Sciences, and the School of Public Affairs, as well as the Division of Student Affairs to achieve excellence in all aspects of the academic life of the College, including research, student learning and engagement, and building an academic community that is a source of inspiration and pride. Additionally, the Office of the Provost is deeply involved in faculty recruitment, retention, and promotion; in the development and assessment of academic programs; and in assisting the faculty in compliance within the regulatory environment of government and our labor contracts.

Baruch College, is one of 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 provost@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.