

Job Vacancy Notice

Job Title: Confidential Executive Coordinator

Job ID: 22248

Location: Hostos Community College

Full/Part Time: Full-Time

Regular/Temporary: Regular

POSITION DETAILS

Reporting to the Legal Specialist - Paralegal, the Confidential Executive Coordinator will provide confidential administrative support to the Executive Counsel & Labor Designee and perform general office coordination activities, including maintaining files on the Legal Affairs and Labor Relations Office server, digitizing files, maintaining office calendars, and responding to sensitive requests/inquiries.

In addition, the Confidential Executive Coordinator will have the following responsibilities:

- Manage communications, update meeting schedules, log and track all incoming and outgoing correspondence
- Collect data, help prepare and distribute reports and/or presentations using word processing, spreadsheets, and presentation software.
- Update office databases, lists, and files to ensure completeness and accuracy; assists in creating and maintaining office web page; maintain office archives and collections.
- Assists with processing contracts, affiliation agreements, memoranda of understanding.
- Coordinates records management under CUNY Retention Policy.
- Assists with preparing for academic appeals, grievances, disciplinary proceeding, litigation matters, and other proceedings.
- Assist with responding to requests for documents, including Freedom of Information Law (FOIL) requests and subpoenas.
- Assists with Joint Commission on Public Ethics (JCOPE) reporting and preparing mandatory ethics training materials for distribution.
- Collaborate with other College offices on routine tasks and special assignments, as needed. (All divisions and key offices including HR, Provost's Office, Registrar's, and academic departments)
- May assist with processing of contracts, affiliation agreements, leases, litigation records and subpoena files, employee and student disciplinary actions, Human Rights complaints, and other matters.
- May supervise student and/or part-time workers and volunteers.

QUALIFICATIONS

Bachelor's degree required.

The following qualifications are preferred:

- Two years related full-time CUNY experience
- Working knowledge of College and University policies and procedures
- Excellent verbal/written communication and computer skills
- Strong analytical, evaluative, and research skills
- Understanding of file management and organization
- Demonstrated ability to apply a sound knowledge of best practices related to

- management of records, including preservation and protection
- Experience utilizing electronic databases, including Microsoft Office Suite and Adobe Acrobat
- Availability to work evening and weekend hours when required

CUNY TITLE OVERVIEW

Provides administrative support as a confidential assistant to a Campus or University Executive.

- Coordinates office operations such as meetings, communications, events, and reports
- Maintains extensive files and records for the unit
- Maintains accurate calendars, schedules, and key dates
- Collects data for, prepares, and distributes reports and presentations using appropriate technology; runs basic system queries and reports
- Updates office databases, lists, and files to ensure completeness and accuracy; maintains current information on department web site(s), manuals, and other materials
- Provides clear communications on the Executive's behalf both within and outside the unit
- Performs related duties as assigned.

This position is excluded from union representation.

CUNY TITLE

Assistant to HEO

FLSA

Non-exempt

COMPENSATION AND BENEFITS

Salary commensurate with education and experience up to \$47,814.

CUNY's benefits contribute significantly to total compensation, supporting health and wellness, financial well-being, and professional development. We offer a range of health plans, competitive retirement/pension benefits and savings plans, tuition waivers for CUNY graduate study and generous paid time off. Our staff also benefits from the extensive academic, arts, and athletic programs on our campuses and the opportunity to participate in a lively, diverse academic community in one of the greatest cities in the world.

IMPORTANT NOTICE: Health Plan Coverage for Employees Hires on or after July 1, 2019 City of New York employees and employees of Participating Employers and their eligible dependents hires on or after July 1, 2019 will only be eligible to enroll in the EmblemHealth HIP HMO Preferred Plan and must remain in the HIP HMO Preferred Plan for the first year (365 days) of employment.

After 365 days of employment will have the option to either remaining in the HIP HMO

Preferred Plan or selecting a different health plan within 30 days before the end of the 365th day period. If a new health plan is selected, the new plan will be effective on the 366th day.

Only after the 365th day can the employee participate in any Annual Fall Transfer Period.

An employee who needs to request an exemption from the required enrollment in the HIP HMO Preferred Plan can do so by submitting a HIP HMO Opt-Out Request Form to EmblemHealth. An employee, or eligible dependent must meet certain criteria and the request must be approved by EmblemHealth before the exemption is granted. The HIP HMO Opt-Out Request Form and HIP service area are available on the EmblemHealth website.

HOW TO APPLY

Applicants must apply online by accessing the CUNY website at www.cuny.edu and navigate to the following links: "Employment" and "Search Job Openings"

Please attach resume, cover letter, and three professional references.

CLOSING DATE

Open until filled with review of applications to begin March 23, 2021.

JOB SEARCH CATEGORY

CUNY Job Posting: Managerial/Professional

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.