Job Vacancy Notice

Job Title: College Assistant - Events Management
Job ID: 20104
Location: CUNY School of Law
Full/Part Time: Part-Time
Regular/Temporary: Regular

GENERAL DUTIES
- 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.

- 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 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.

- Assists in instructional programs, including tutoring and assisting students in areas such as reading and mathematics. May assist in speech and hearing therapy, provide musical accompaniment, and/or distribute and collect physical education equipment.

- 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.

CONTRACT TITLE
College Assistant

FLSA
Non-exempt

CAMPUS SPECIFIC INFORMATION
The CUNY School of Law's mission is to diversify the legal profession and to train the next generation of public interest lawyers. CUNY Law moved to 2 Court Square in Long Island City, New York, in May 2012. The new 200,000 square foot, six-floor, fully wireless, state-of-the-art, LEED Gold certified building is only minutes from Manhattan and quickly accessible to all other New York City boroughs. The building has a 187-seat auditorium, 35 classrooms, a variety of conference rooms, and reception space.

Reporting to the Administrative Events Manager, the College Assistant for Events will support the coordination of a wide range of internal and external events. Duties include but are not limited to:

- Assisting with coordination of various department events within the Law School with individual faculty, and outside organizations.
- Maintaining events supply office
- Helping to coordinate reservations (i.e., room set up, catering, audio-visual requirements weekly event reports, etc.)
- Assist with creating event communications, including weekly event emails/reports, signage & other materials as necessary

- Evening and weekend schedules

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

OTHER QUALIFICATIONS
Ability to work under tight deadlines, keen attention to detail, and superior customer service skills are required. Knowledge of Microsoft Word and Excel. Flexibility to work evening and weekends required.

COMPENSATION
$15/hr.

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, go to www.cuny.edu, access the employment page, log in or create a new user account, and search for this vacancy using the Job ID or Title. Select “Apply Now” and provide the requested information.

CLOSING DATE
Open until filled. Resume review immediately.

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.