Job Vacancy Notice

Job Title: Confidential Executive Associate
Job ID: 21940
Location: CUNY School of Law
Regular/Temporary: Regular

POSITION DETAILS
The City University of New York School of Law, nationally acclaimed for its program of clinical legal education, its diverse student body and faculty, and its public interest law program, invites applications for the position of Confidential Executive Associate to the Dean of the Law School.

The Executive Associate will serve as the principal aide to the Dean of CUNY School of Law and is the key administrator of the systems, calendar, and organization of the Dean’s Office. Key functions include the development and maintenance of document and information retention and retrieval systems, strategic prioritization of calendar activities both for the Dean’s Office and school wide, development and management of relationships with key law school influencers, including Law School Board members, Law School donors and supporters, key alumni, and the Bench and Bar. Other key functions include tracking and management of internal, University, and external deadlines and project completion.

The duties and responsibilities of the Confidential Executive Associate will include but are not limited to:
- Providing leadership and direction for the Dean’s ongoing projects and strategic planning initiatives to ensure that all are effectively moving according to plan, objectives and established milestones.
- Developing and cultivating effective professional relationships in order to interact with the Law School’s community, faculty, leadership, offices of the dean’s, VIPs and external organizations to help further the Law School’s relations, vision for the law school and public affairs goals, while acting as a liaison for the Dean.
- Managing all scheduling and planning for the Dean’s appearances/speeches, VIP campus visits and events.
- Coordinating complex administrative assignments of a broad and varied nature, dealing with senior staff across departments
- Performing complex duties requiring high level of interpersonal and problem-solving skills, as well as considerable degree of tact, diplomacy, decision-making, and confidentiality.
- Conducting research in response to the initiatives of the Dean and the Law School and prepare relevant documents and materials and produce written summaries of results.
- Serving as the initial point-of-contact for all internal and external visitors. Respond to requests on behalf of the Dean for general information and assistance regarding programs and services offered across the Law School, referring matters to other areas of the college as necessary; track referred items to completion.
- Organizes and manages projects involving different areas of the Campus or University community, with responsibility for project outcomes, including Graduation.
- Develop standard operating procedures to facilitate efficient organization and coordination of tasks and effective communication with senior leadership.
- Schedule, coordinate and maintain clear, accurate calendar and back-up documentation necessary to prepare the Dean for internal and external meetings and travel.
- Utilize procurement credit card to make routine purchases on behalf of the Law School and Dean’s Office.

Non-standard work hours may be required including evening and weekends.

QUALIFICATIONS
Bachelor's degree and six years’ related experience required.

- Six years of experience (or combination of four years experience and advanced degree) with executive administrative support and experience supporting teams strongly preferred.
- The selected candidate will possess excellent organizational, communication (oral, written and electronic) and interpersonal skills along with an ability to work in an extremely fast-paced, deadline-oriented office that requires accuracy, customer service and a high degree of professionalism at all times.
- Advanced Word, Excel, Powerpoint, Outlook, and Internet skills are essential
- PeopleSoft, LexiNexis, Westlaw preferred
- Highly motivated with the ability to work independently, be self-directed and work as a member of a
team.
- Experience in project management including, planning, organizing, coordinating and evaluating the progress of projects to their successful completion preferred.

CUNY TITLE OVERVIEW

Supports a Campus or University Executive as a confidential assistant in a variety of activities and initiatives as a key team member.

- Organizes and manages projects involving different areas of the Campus or University community, with responsibility for project outcomes
- Represents the Executive's unit in Campus or University-wide activities, including committees, special initiatives, and implementation of new processes or technology
- Independently carries out a portfolio of responsibilities under the Executive's purview, such as approvals, student interactions, and monitoring of key activities
- Manages communications within and outside the unit related to areas of responsibility
- May serve as Manager of a large Executive Office
- Performs related duties as assigned.

This position is excluded from union representation.

CUNY TITLE

Higher Education Associate

FLSA

Exempt

COMPENSATION AND BENEFITS

$71,988 - $88,099; Salary commensurate with education and experience.

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.

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

Resumes will be accepted through April 23, 2020

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.