Administrative College Assistant

The City University of New York’s Graduate School of Public Health & Health Policy (CUNY SPH) seeks an Administrative College Assistant (CA) who will report directly to the Senior Associate Dean for Academic and Student Affairs. This is a part-time position with expected hours to be worked during business hours of Monday through Friday, 9am to 5pm.

**Department:** Academic Affairs

**Time commitment:** 10-15 hours per week

**Rate:** $25.51/hour

**Duration:** September 2024 to December 2024

**Specific Duties and Responsibilities:**

* Assist in scheduling of meetings and events for the Senior Associate Dean for Academic and Student Affairs and team members.
* Support in the booking of travel and submission of financial reimbursement for travel expenses for senior leadership.
* Assist in the drafting and sharing of meeting agendas.
* Record and share meeting minutes.
* Other administrative duties as needed.

**Preferred Qualifications**:

* Proficiency in Microsoft Outlook, Word, Excel, and PowerPoint.
* Familiarity with Zoom meeting scheduling.
* Excellent written and verbal communication skills, including telephone and email communications.
* Strong attention to detail.