JOB POSTING

Date: March 11, 2013

Position/Title: Executive Administrative Assistant/17 (Internal posting)

Department: Dean’s Office

Responsible to: Special Assistant to the Dean for Project Management

EXPECTATION FOR ALL EMPLOYEES:

Supports the School’s mission, vision, and values by exhibiting the following behaviors: excellence and competence, collaboration, innovation, respect, accountability, ownership and commitment to our community.

POSITION SUMMARY:

Working in a fast-paced and confidential environment, this position will provide general administrative support for the Dean and President of NYLS. Work closely with the Special Assistant to the Dean for Project Management on specific and various tasks for the Dean and his management team. Serve as receptionist and provide general staff support for the Dean’s Office. Independent judgment is required to plan, prioritize and organize diversified workload.

ESSENTIAL FUNCTIONS:

Under the Direction of the Special Assistant to the Dean for Project Management.

1. Greet and screen visitors for the Dean and his management team. Must be friendly and welcoming to visitors and callers.

2. Answer telephone, screen calls and take messages for the Dean, Associate Deans and Vice Presidents. Maintain accurate daily, weekly and monthly call logs.

3. Schedule internal and external meetings for the Dean’s calendar and update and accurately maintain the Dean’s contact information.

4. Coordinate daily incoming and outgoing mail and special deliveries. Sort and distribute mail and faxes for the Dean’s office. Open and disburse the Dean’s mail, respond and copy for internal distribution when appropriate, and be responsible for follow up when indicated.

5. Coordinate and manage all letters, documents and financial statements requiring the Dean’s signature from various departments. Maintain a tracking system.

6. Assist with travel arrangements for the Dean, including transportation and registration fees.

7. Reconcile receipts and process the Dean’s monthly AMEX statement for travel and business expenses.

8. Reserve conference rooms, arrange food and audio visual support when indicated.

9. Be responsible for the general appearance of the reception area and the pantry/copy room, maintain supplies, and act as liaison to maintenance staff when needed.

10. Provide support as needed on various Dean’s Office projects and trouble-shoot on behalf of Dean’s Office Staff with an attitude that no job is too small.
QUALIFICATIONS/SKILLS & KNOWLEDGE REQUIREMENTS:

- Work requires an extensive knowledge of business and an excellent command of the English language, with strong written communication skills.
- Must have knowledge of secretarial, office administrative procedures, and knowledge of use and operation of standard office equipment, and working knowledge of web sites and ability to update (NYLS) web and portal pages.
- Advance experience with MS Office to include Outlook, Access, Word and Power Point.
- Must possess a level of interpersonal skills to handle sensitive and confidential situations. Position continually requires demonstrated poise, tact and diplomacy.
- Analytical ability is required in order to gather and summarize data for reports, find solutions to various administrative problems, and prioritize work. Knowledge and experience with budgetary procedures preferred.
- Attention to accuracy and detail in all aspects of responsibilities.
- The ability to follow direction, sometimes from multiple sources and determine priorities.
- Flexibility and a willingness to perform other duties as requested, including the ability to stay late on occasion.

Contact: Kitty Montanez, Manager of Staffing, Office of Human Resources, 212.431.2133. Please include your cover letter with your resume and send it to jobs@nyls.edu