

Posted Dates: 06/14/2024-06/27/2024

## **Internal Employment Opportunities**

State University of New York Polytechnic Institute 100 Seymour Road, Utica NY 13502

Applications are invited for consideration for appointment to the following position:

Title	Department/ Division	Location	Work Week	Salary Range	Application Deadline	Date to be Filled
Administrative Assistant 2	Finance and Administration	Utica	Monday – Friday	SG-15	10 bus. days	ASAP

## Description of Duties:

The Administrative Assistant 2 reports to and provides high level support to the Vice President for Finance and Administration by performing a wide range of administrative tasks related to correspondence, files, and calendar management; work coordination; customer service; information gathering; and report compilation. The Administrative Assistant 2 will resolve day to-day operational problems; respond to phone calls; sort paper and electronic mail; organize, expedite and follow up on projects; design filing systems and coordinate information flow by acting as liaison among executives, staff, other employees, students and the public. Position requires a high degree of independent judgment, autonomy, confidentiality and flexibility.

- Maintain the VP of Finance schedule and event calendars; coordinate conferences, meetings, and events; and make travel arrangements. Complete forms in accordance with agency procedures; Copy, file, and distribute documents to staff; Compose, type, and distribute meeting notes, correspondence, and reports.
- Create, maintain, and enter information into databases; Set up and manage paper and electronic filing systems; and use various information technology applications such as email, database, and word processing applications. Operate office equipment such as printers, scanners, and copiers; and arrange for equipment repairs. Order and distribute supplies.
- Answer telephones, provide information to callers, take messages, and transfer calls; Greet visitors and callers, handle inquiries, and direct visitors or callers to appropriate individuals. Open, read, route, and distribute incoming mail or other materials; answer routine letters; and prepare and mail items.
- Assist other members of the team with projects and daily support on an as needed basis. Other reasonable duties as assigned.

## **Minimum Qualifications:**

Non-competitive: high school diploma or high school equivalency diploma; and three years of experience in administrative support\*\*, which includes use of office software (e.g., email, word processing), provision of customer service, business writing, and management of an office.

\*\* Certification (e.g., IAAP Certified Administrative Professional), diploma, or associate's degree in office administration, secretarial science, administrative assistance, paralegal, business technology, or office technology substitutes for two years of experience.

Applicants must address in their applications their abilities to work with a culturally diverse population. This position is contingent on the satisfactory completion of a background check; this position may require annual checks.

## **Preferred Qualifications:**

- Experience in budgeting and finance is preferred
- Be able to determine and manage multiple priorities, possess strong interpersonal and written communication skills, and strong problem-solving skills and outstanding customer services skills. Have a working knowledge of the MS Office suite (specifically Word, Excel, Outlook, PowerPoint, etc).



Persons interested in the above position must submit a resume, cover letter, three references, a diversity statement, along with The SUNY Polytechnic employment application. In compliance with the Americans with Disabilities Act (ADA), if you have a disability and require a reasonable accommodation to apply for a position, please email us at HR@Sunypoly.edu or call 315-792-7191.

SUNY Poly is an AA/EEO/ADA employer, committed to excellence through diversity. Women, minorities, veterans, and individuals with disabilities are encouraged to apply.

Qualified applicants may apply for classified service positions by resume, cover letter, and diversity statement.

All material needs to be completed and returned to HR@sunypoly.edu by the deadline date.