



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:

Table with 7 columns: Title, Department/Division, Location, Work Week, Salary Range, Application Deadline, Date to be Filled. Row 1: 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.

- Maintain the VP of Finance schedule and event calendars; coordinate conferences, meetings, and events; and make travel arrangements.
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.
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.
Assist other members of the team with projects and daily support on an as needed basis.

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.



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.