

PT Confidential Office Assistant, President's Office  
Erie Community College

Direct Link: <https://www.AcademicKeys.com/r?job=230187>

Downloaded On: May. 9, 2024 12:59pm

Posted Feb. 5, 2024, set to expire Dec. 7, 2024

<b>Job Title</b>	PT Confidential Office Assistant, President's Office
<b>Department</b>	
<b>Institution</b>	Erie Community College Buffalo, New York
<b>Date Posted</b>	Feb. 5, 2024
<b>Application Deadline</b>	Open until filled
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Classified Staff
<b>Academic Field(s)</b>	Administrative Support/Services
<b>Job Website</b>	<a href="https://ecc.wd5.myworkdayjobs.com/en-US/CareerOpportunities/job/City-Campus---Downtown-Buffalo/PT-Confidential-Office-Assistant--President-s-Office_J0002002">https://ecc.wd5.myworkdayjobs.com/en-US/CareerOpportunities/job/City-Campus---Downtown-Buffalo/PT-Confidential-Office-Assistant--President-s-Office_J0002002</a>

**Apply By Email**

**Job Description**

**Department:**

Office of the President

**Salary/Hourly**

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\$27.00 Hourly

**Union/Position Status:**

SES Clerical

**Posting Closing Date:**

February 16, 2024

Applications must be submitted by 11:59 PM the evening **before the posting closing date.**

Please note that the posting will close at midnight (12:00 AM) on the posting closing date.

## **JOB DESCRIPTION**

### **DISTINGUISHING FEATURES OF THE CLASS:**

The work involves performing clerical duties of a confidential nature in the office of the president; assists the Executive Secretary to the President and provides clerical support to the President and his staff. Does related work as required.

### **TYPICAL WORK ACTIVITIES:**

- Provides assistance and clerical support to the office of the president;
- Assists the Executive Secretary to the President in the day-to-day operations of the office;

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- Prepares requisitions and provides approval for authorization of payments;
- Maintains database for office expenses;
- Opens, sorts and distributes incoming correspondence including faxes and emails;
- Schedules and maintains board room calendar;
- Greets visitors and confirms appointments;
- Manages office file system and records management system;
- Processes time cards, leave requests, and other forms and documents for president's senior staff;
- Assists in the preparation and distribution of the monthly board of trustees agenda;
- Arranges for payment and reimbursement of office expenses;
- Plans and arranges all food service requests for meetings;
- Performs general office duties including ordering supplies, answering phones, typing and use of office equipment.

**KNOWLEDGE, SKILLS AND ABILITIES:**

- Candidates must be able to demonstrate awareness and sensitivity towards promoting an inclusive and diverse learning environment;
- Ability to work in a confidential environment;
- Ability to organize and prioritize work;
- Proficiency in use of computer and office software programs including skills in word processing, spreadsheets, and new software applications;
- Knowledge of English, spelling, grammar and punctuation;
- Knowledge of office practices and procedures.

**MINIMUM QUALIFICATIONS:**

Minimum of two (2) years office experience in an institution of higher education or related field.

**SPECIAL REQUIREMENTS:**

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**Official transcripts will be required for successful candidates within 30 days of hire.**

Contact Human Resources at (716) 851-1840 with any questions.

***Our mission to offer quality education includes exposing our students to a diverse range of cultures, experiences and expertise. At SUNY Erie Community College, we value diversity and encourage applicants from all backgrounds to apply.***

**Notice of Non-Discrimination**

SUNY Erie Community College does not discriminate in admission, employment, or in the administration of any of its policies and programs on the basis of race, color, religion, national origin, age, sex, gender, gender expression, gender identity, pregnancy, disability, sexual orientation, familial status, military status, domestic violence victim status, predisposing genetic characteristics, veteran status, criminal conviction, or any other characteristics protected by law. This applies to all students, applicants or other members of the College community (including, but not limited to, vendors and visitors). Grievance procedures are available to interested persons by contacting the Civil Rights Compliance Officer listed below. Retaliation against a person who files a complaint, serves as a witness, or assists or participates in the investigation of a complaint in any manner is strictly prohibited.

*The following individual has been designated to handle inquiries regarding the College's non-discrimination policies:*

**Civil Rights Compliance Officer**

Human Resource Department

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North Campus

6205 Main Street

Williamsville, NY 14221

(716) 851-1844

*For further information on notice of non-discrimination, please contact:*

New York Office

United States Department of Education

Office for Civil Rights, 32 Old Slip 26th Floor,

New York, N.Y., 10005-25010;

Tel (646) 428-3800; Email: [OCR.NewYork@ed.gov](mailto:OCR.NewYork@ed.gov).

**Contact Information**

Please reference Academickeys in your cover letter when  
applying for or inquiring about this job announcement.

**Contact**

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