College assistant: Centro Administrative Unit
Center for Puerto Rican Studies/Hunter College

Major responsibilities:
Budgetary and financial:

1. Under the supervision of the Associate Director, process and monitor Centro grants-related Research Foundation payments, purchase orders and requisitions.
2. Under the supervision of the Associate Director, process and monitor Centro Hunter College soft monies–related payments, purchase orders and requisitions.
   Handle weekly check deposits the Hunter Bursar’s Office
3. Under the supervision of Unit staff, process invoices, purchase orders and requisitions, Centro journal subscriptions , assist with inventory & supply orders

Clerical:

1. Assist in inputting data into the Centro mailing list (Excel software)
2. Process payroll/time leave records for Centro full time staff.
3. Assist the Unit in facilitating Centro staff internal and external telephone and paper mail communications (fax, bulk mailings, forwarding voice messages)
4. Assist in Unit records management (daily filing and administrative archives)
5. Assist Unit staff in performing other routine clerical duties as requested.

Qualifications:

Appropriate and related work experience and intermediary knowledge of Microsoft Office programs: Word, and Excel required. Candidate must be focused, well-organized and methodical in accomplishing work tasks. Willingness to take initiative in anticipating and accomplishing tasks desired as well as being open to taking appropriate training. Fluency in Spanish desirable but not absolutely required. Junior level college students and graduate students are encouraged to apply.

Additional information:

- 20 hrs /week average
- starting salary: $9.75/hr minimum, starting salary may be increased depending on qualifications and salary history, standard fringe benefits package available
- position open now until it is filled.
- position subject to annual reappointments and Centro budget capability.

To apply: Mail, fax or email letter and resume to:

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