



Posted Dates: 4/26/2024 – 5/10/2024

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 1 (Trainee)	VP of DEIB/ Chief Diversity Officer	Utica	Monday – Friday	SG-NS (SG-08, SG-11)	10 bus days	ASAP

Description of Duties:

The Administrative Assistant 1 (Trainee) provides support to the Vice President of DEIB/Chief Diversity Officer and the department by performing a wide range of administrative and clerical tasks. These tasks include greeting customers, answering phones, sending emails, preparing reports, managing calendars, taking meeting minutes, and filing. The Administrative Assistant 1 (Trainee) will help to maintain efficient work flow, resolve day-day operational problems, and act as a liaison among executives, staff, other employees, students and the public.

- Performs a wide range of administrative tasks such as greet visitors; students, faculty and staff both in person and on the phone. Answers calls and emails providing accurate information and taking messages or directing inquires to the appropriate person.
- Manage the VP of DEIB calendar, schedules and coordinates appointments/meetings. Composes, types, and distributes meeting notes, correspondence, and reports. Make travel arrangements and coordinate conference/event registrations. Create and submit travel expense forms/reports, work with the business office to ensure travel expenses submitted in a timely manner. Assist in Event coordination and planning.
- Tracks and coordinates assignments. Creates, maintains, and enters information into spreadsheets and databases. Prepare reports and maintain paper and electronic filing for the office.
- Opens, reads, routes, and distributes incoming mail or other materials and answers routine inquiries. Orders and distributes office supplies, and prepare and maintain office requisitions. Operates office equipment such as printers, scanners, and copiers; and arranges for repairs when equipment malfunctions.
- Other reasonable duties as assigned.

Minimum Qualifications:

- Six months of experience in administrative support, which includes use of office software (e.g., email, word processing), provision of customer service, business writing, and/or office administration. The selected candidate must pass a keyboarding test that demonstrates the ability to enter text at a rate of at least 30 words per minute with at least 96% accuracy by completion of probation.
- **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.**

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 and/or application.

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