

## **Announcement of Vacancy: Executive Assistant**

The Professional Staff Congress, AFT Local 2334, is a progressive, activist union representing 30,000 faculty and staff at the City University of New York and the CUNY Research Foundation. The PSC provides a collaborative, supportive environment to drive progressive change in the context of the nation's largest urban public university. The PSC is seeking to hire an assistant to provide administrative support to the Principal Officers and Executive Staff.

In addition to providing administrative support to the leadership, this role will also offer support to the accounts payable department. A keen eye for detail, exceptional organizational skills, and the ability to prioritize and independently solve problems will be crucial for this role.

**EXEMPT/NON-EXEMPT:** Exempt, Unionized

**FULL TIME/PART TIME:** Full Time

**REPORTS TO:** Executive Director

### **Summary of Responsibilities:**

- Administer discrete union programs and communicate with members
- Provide administrative support to Elections Committee
- Take meeting notes and maintain digital records
- Administer list-servs
- Coordinate travel arrangements and logistics for leaders to attend external conferences
- Perform accounts payable data entry and support for account reconciliations

### **Qualifications:**

- Strong written, spoken, and digital communication skills; excellent organizational skills
- Detail oriented, strong numeracy skills
- Commitment to and desire to contribute to progressive trade unionism and social justice movements
- Confidence and initiative to work independently, while balancing multiple time-sensitive responsibilities
- Proficiency in Excel required; comfort using pivot tables and mail merges desired
- Familiarity with accounting software and with account reconciliations would be a plus

### **Education & Other Requirements:**

- Bachelor's degree and/or equivalent experience

**Compensation and benefits:**

For this role, PSC/CUNY offers a competitive salary package of \$65,000-\$85,000, depending on experience, with excellent benefits, including family medical and dental coverage, a pension and generous paid time off.

If you are excited about this role and feel that you can contribute to the organization, but your experience does not exactly align with every qualification listed above, we encourage you to apply.

*The PSC is committed to creating a diverse environment and strives to achieve equity for all as we work towards economic, racial, and social justice. We particularly encourage women, people of color, people with disabilities, LGBTQIA+ and working-class folks to apply.*

**Schedule: Primarily in person****How to apply:**

Position is open until filled.

To be considered in the first review of applicants apply by May 6, 2024

Send cover letter and resume to: Denise Poché-Jetter, Director of Human Resources and Operations, [dpjetter@pscmail.org](mailto:dpjetter@pscmail.org)