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Director, Legal Affairs

ANNOUNCEMENT OF VACANCY

ADMINISTRATIVE ASSISTANT, MEMBER SERVICES DEPARTMENT

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 Administrative Assistant who will work closely with the PSC Director of Member Services.

EXEMPT/NON-EXEMPT: Exempt, Unionized, Administrative Bargaining Unit

FULL TIME/PART TIME: Full Time

REPORTS TO: Director of Member Services

Summary of Responsibilities: Under supervision, with modest latitude for independent decision-making:

- Processes membership cards and changes in the database for employees on state and city payroll and filing processed cards
- Records retirement dates, sends out retiree chapter membership applications and invoices and assists with posting checks and online payments from retirees.
- Assists with pulling lists and creating reports
- Assists with new member mailing
- Assists with digitizing all membership applications
- Provides additional clerical/administrative support to the Membership Department and union-wide, as needed

Qualifications:

- Excellent written, interpersonal, and organizational skills
- Demonstrated ability to handle telephone and email inquiries politely and thoroughly
- Demonstrated ability to exercise judgment in handling confidential material
- Demonstrated attention to detail
- Proficient in Microsoft Office
- Tech-savvy
- Demonstrated commitment to progressive trade unions and social justice

Education & Experience Requirements:

- Associates degree required; bachelor's degree preferred
- At least 3 years of full-time clerical/administrative experience working in higher education, labor organizing, or non-profit administration
- Demonstrated ability to work in a team environment and coordinate input from a variety of sources

Compensation and Benefits:

For this role, PSC/CUNY offers a competitive salary package of \$65,000-\$73,000, depending on experience, with excellent benefits, including family medical and dental coverage, a pension, and generous paid time off.

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.

Candidates whose experience does not align exactly with every qualification above but who are excited about this role and feel you can contribute to the organization are encouraged to apply.

How to apply:

Position is open until filled.

To be considered in the first review of applicants apply by February 15, 2025

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