



Stony Brook University  
Stony Brook Medicine  
LI State Veterans Home

# Stony Brook @ Work

STONY BROOK UNIVERSITY

STONY BROOK UNIVERSITY HOSPITAL

LONG ISLAND STATE VETERANS HOME

## Job Description

### Program Administrative Assistant - 160024



#### **Required Qualifications: (Evidenced by an attached resume)**

High school diploma/GED. Three (3) years of progressively responsible full-time administrative support experience that includes working in Word and Excel, organizing and scheduling meetings, managing multiple calendars, making travel arrangements, and ordering office supplies. Strong literacy, numeracy, and computer proficiency required. The ideal candidate will be a proven self-starter, multitasker, problem solver, and have experience interacting and working with upper-level executives/managers with a high degree of professionalism, integrity, discretion and tact. Ability to work effectively in a fast-paced, deadline-driven environment, both independently and as part of a team. Superior written, oral, follow-up, and organizational skills are essential.

#### **Preferred Qualifications:**

Some college course experience in a business or related field preferred. Experience with Power Point, graphics software, database software and social media, coordinating large documents from numerous sources, and processing travel reimbursements for management. Knowledge of Stony Brook University procedures and practices such as preparing and processing purchase requisitions.

**Brief Description of Duties:** Reporting to the Director of Operations, the administrative assistant provides diverse administrative and project support in the development and execution of all Center for Biotechnology programs and activities. The right candidate is expected to schedule meetings, arrange for catering, make local and national travel arrangements, work with databases, and assist at special events.

Provide general administrative support to management and operations staff and directly interact with senior executives.

- Coordinate schedules, meetings, and follow up.
- Inventory and order general office supplies.
- Schedule travel and complete expense and reimbursement forms.
- Draft routine correspondence.
- Coordinate routine mailings and maintain database.
- Provide direct administrative support for Center programs including technology, business, and workforce development initiatives.
- Conduct internet searches, compile summary reports, conduct basic analysis.
- Coordinate, execute, and follow-up on basic event logistics and tasks.
- Assist in the collection and assembly of data in support of grants management function.

Interact with all sponsors and university departmental personnel as needed.

- Follow up on outstanding issues.
- Support new grant submissions.

Serve as backup to existing staff and participate in special projects as needed.

Interact with building management and other tenants to address HVAC, security, and other issues.

Other duties or projects as assigned.

**Special Notes:** The Research Foundation of SUNY is a private educational corporation. Employment is subject to the Research Foundation policies and procedures, sponsor guidelines and the availability of funding. FLSA Nonexempt position, eligible for the overtime provisions of the FLSA. Stony Brook University is 100% tobacco-free as of January 1, 2016. See our policy and learn more at [stonybrook.edu/tobaccofree](http://stonybrook.edu/tobaccofree)

#### **About Stony Brook:**

*Stony Brook University, home to many highly ranked graduate research programs, is located 60 miles from New York City on Long Island's scenic North Shore. Our 1,100-acre campus is home to 24,000 undergraduate, graduate, and doctoral students and more than 13,500 faculty and staff, including those employed at Stony Brook Medicine, Suffolk County's only academic medical center and tertiary care provider. The University is a member of the prestigious Association of American Universities and co-manager of nearby Brookhaven National Laboratory (BNL), a multidisciplinary research laboratory supporting world class scientific programs utilizing state-of-the-art facilities such as the Relativistic Heavy Ion Collider, the National Synchrotron Light Source, and the Center for Functional Nanomaterials, and the New York Blue IBM BG/L+P supercomputer, owned by Stony Brook and managed by BNL. Stony Brook is a partner in managing the Laboratory for the Department of Energy, and is the largest institutional scientific user of BNL facilities. As such, many opportunities exist for collaborative research, and in some cases, joint appointments can be arranged.*

*Equal Opportunity Employer, females, minorities, disabled, veterans.*

*If you need a disability related accommodation, please call the University Human Resource Services Department at (631) 632- 6161 or the University Hospital Human Resources Department at (631) 444-4700. In accordance with the Title II Crime Awareness and Security Act, a copy of our crime statistics is available upon request by calling (631) 632- 6350. It can also be viewed on line at the University Police website at*

<http://www.stonybrook.edu/police>

**Official Job Title:** Administrative Assistant I  
**Job Field:** Administrative & Professional (non-Clinical)  
**Primary Location:** US-NY-Stony Brook  
**Department/Hiring Area:** Center for Biotechnology-The Research Foundation for The State University of New York at Stony Brook  
**Schedule:** Full-time Day Shift 8:30am-5:00pm **Pass Days:** Sat, Sun  
**Posting Date:** Jan 26, 2016  
**Posting End Date:** Feb 9, 2016  
**Salary:** \$35,000-\$46,000  
**Salary Grade:** N6  
**Appointment Type:** Temporary