

Administrative Aide - Corporate Relations

2020-7207

3 months ago

US-NY-New York **Department** Office of Career Development **School/Division** Stern School of Business (SB1071)

Compensation Grade Local 3882 - 10 **Union** Local 3882 - Union of Clerical, Administrative and Technical Staff (UCATS) **FT/PT** Full-Time

Category General Office Administration

Position Summary

We currently have an exciting opportunity for an Administrative Aide in the Office of Career Development within the Corporate Relations team. The selected candidate will coordinate department programs and logistics and provide customer service and support to students, administrators, and faculty. The incumbent will be responsible for calendar management; scheduling, travel and event coordination; drafting correspondence; tracking budgets; updating web pages; processing reimbursements and special projects as needed.

Qualifications

A Bachelor's degree and the equivalent of 1 year of office experience or an Associate's degree and the equivalent of 2 years of office experience is preferred. A minimum of a high school diploma and 3 years of office experience is required. Proficiency with intermediate to advanced Microsoft Office applications is preferred.

Additional Information

New York University Stern School of Business, located in the heart of Greenwich Village and deeply connected with the City for which it is named, is one of the nation's premier management education schools and research centers. NYU Stern offers a broad portfolio of transformational programs at the graduate, undergraduate and executive levels, all of them enriched by the dynamism and deep resources of one of the world's business capitals. NYU Stern is a community that fosters inclusion, belonging, diversity and equity, and inspires its members to embrace change in a globally changing world. We offer a collegial and supportive culture, an excellent benefits package, which includes NYU tuition reimbursement, generous vacation, health, and retirement plans. For more information about working at NYU and to apply for this position online (2020-7207) please visit our web site at: <http://www.nyu.edu/about/careers-at-nyu.html>. In your cover letter, please indicate where you learned about this opportunity. We accept online applications only.

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