

02-Feb-2021

Senior Administrative Assistant

Ecology and Evolutionary Biology - Research Lab Map of Life
64076BR

University Job Title

Senior Administrative Assistant

Bargaining Unit

L34 - Local 34 (Yale Union Group)

Time Type

Full time

Duration Type

Fixed

If Fixed Duration, Period

3 years from date of hire

If Fixed Duration, is continuation possible?

Yes

Other Fixed Duration Date

14-Mar-2024

Compensation Grade

Labor Grade D

Work Location

Central Campus

Worksite Address

165 Prospect Street
New Haven, CT 06511

Work Week

Standard (M-F equal number of hours per day)

Total # of hours to be worked:

37.5

Searchable Job Family

Secretarial

Position Focus:

The Senior Administrative Assistant will work closely with and report to the Program Manager and support the strategic growth and outreach of the Yale Center for Biodiversity and Global Change and its focal activities, including the Max Planck-Yale Center for Biodiversity Movement and Global Change (MPYC) flagship projects such as Map of Life, and others. Additionally, this role will provide administrative support to the PI, which will include maintaining their schedule, arranging travel, and handling correspondence (organizing, responding and taking action).

Responsibilities will include:

Supporting the development of a communication strategy for the Center and associated projects.

Maintaining the web presence: updating news, events, and people in coordination with the

Program Manager and lab members.

Arranging logistics for guest speakers, workshops, and events such as room reservations, refreshments, guest travel and accommodation.

Arranging travel for the PI and other lab members.

Providing logistical support during the recruitment process of new team members, including scheduling of interviews and follow up with candidates.

Scheduling meetings and taking notes.

Proofreading and report writing support, general support with correspondence.

Organizing files and archives and implement office procedures.

Supporting documentation of activities and requirements.

Providing administrative support to the Program Manager and Faculty Lead for developing a strategic growth plan for the program and its activities, including the MPYC and Map of Life.

Supporting the tracking of progress and reaching of milestones and deliverables.

For more information about the Lab and the Center please visit the following webpages:

<https://bgc.yale.edu/>

<https://jetzlab.yale.edu/>

The following Essential Duties are generic in nature; candidates will find the information in this Position Focus to be most relevant to the role.

Essential Duties

1. Oversees and coordinates administrative, program, and office activities. Establishes, selects, implements, and coordinates office procedures and systems. Serves as principal source of information to students, staff, and faculty on policies, procedures, programs, and office activities.
2. Oversees, instructs, and coordinates activities of support staff. Oversees the preparation of materials for grants, contracts and budgets. Monitors expenditures and reconciles financial statements.
3. Provides editorial support for a journal/publication. Proofreads and edits material for grammatical and factual accuracy. Tracks copy through various editing and production stages. Communicates with authors, printers, and others concerned with published work.
4. Determines administrative, facility, and equipment needs for symposia, lectures, seminars, and conferences. Assembles and arranges for necessary items. Determines sources of data. Compiles, synthesizes and manipulates data. Summarizes findings and writes reports or portions of reports.
5. Greets visitors. Answers and screens telephone calls. Assesses nature of business. Responds to requests for information and provides assistance. Screens and responds to mail.
6. Formats, keyboard, proofread, and edits correspondence, reports,

manuscripts, grants, and other material. Assembles attachments and corresponding material. Reviews outgoing material for completeness, dates, and signatures. Composes substantive correspondence and written material. 7. Coordinates travel arrangements. Schedules and coordinates meetings and appointments. Orders and maintains inventory of supplies. Takes minutes or dictation. Performs additional functions incidental to office activities.

Required Education and Experience

Six years of related work experience, four of them in the same job family at the next lower level, and high school level education; or four years of related work experience and an Associate's degree; or little or no work experience and a Bachelor's degree in a related field; or an equivalent combination of experience and education.

Required Skill/Ability 1:

Ability to work independently and as part of a team with a high degree of professionalism; solid attendance and time history. Proven ability to interact with a diverse group of people.

Required Skill/Ability 2:

Excellent written and oral communication skills and experience with updating web presences, proofreading.

Required Skill/Ability 3:

Demonstrated ability to handle complex work assignments, prioritize, and solve problems. Proven ability to be highly organized with acute attention to detail.

Required Skill/Ability 4:

Proven ability to work with various types of software and programs and quickly learn new types of software applications.

Required Skill/Ability 5:

Demonstrated ability to plan and schedule seminars and meetings. Ability to provide coverage and assistance to other areas based on operational needs.

Preferred Education, Experience and Skills:

Demonstrated proficiency working with social media tools (Facebook, Twitter, and Instagram) in a professional role. Interest in Biodiversity and conservation. Experience working in a similar position within Yale.

Drug Screen

No

Health Screening

No

Background Check Requirements

All candidates for employment will be subject to pre-employment background screening for this position, which may include motor vehicle, DOT certification, drug testing and credit checks based on the position description and job requirements. All offers are contingent upon the successful completion of the background check. Please visit www.yale.edu/hronline/careers/screening/faqs.html for additional information on the background check requirements and process.

Posting Disclaimer

The intent of this job description is to provide a representative summary of the essential functions that will be required of the position and should not be construed as a declaration of specific duties and responsibilities of the particular position. Employees will be assigned specific job-related duties through their hiring departments.

Affirmative Action Statement:

Yale University considers applicants for employment without regard to, and does not discriminate on the basis of, an individual's sex, race, color, religion, age, disability, status as a veteran, or national or ethnic origin; nor does Yale discriminate on the basis of sexual orientation or gender identity or expression. Title IX of the Education Amendments of 1972 protects people from sex discrimination in educational programs and activities at institutions that receive federal financial assistance. Questions regarding Title IX may be referred to the University's Title IX Coordinator, at TitleIX@yale.edu, or to the U.S. Department of Education, Office for Civil Rights, 8th Floor, Five Post Office Square, Boston MA 02109-3921. Telephone: 617.289.0111, Fax: 617.289.0150, TDD: 800.877.8339, or Email: ocr.boston@ed.gov.

Note

Yale University is a tobacco-free campus