

## Job Opening

**Job Posting:** 04/25/2017

**Application Deadline:** 05/25/2018

**JOB TITLE:** Project Associate

**LOCATION:** Plattsburgh, NY

**DEPARTMENT:** North Country Regional Office

### BASIC FUNCTION:

Possess general knowledge of all phases of the operation of the North Country Regional Office, including Plattsburgh and Watertown offices in order to assist in administration of same, assuming responsibilities with minimal supervision, assisting the Regional Director and other staff to the greatest extent possible in all situations to assure a smooth running operation. Provide confidential administrative and clerical support to North Country Regional Office, Regional Director, and Professional Staff, as required. In general, promote the services of the Department.

### WORK PERFORMED:

- Provide administrative assistance to staff in all phases of ESD operations; Administrative/management duties for office operations, i.e., mail, office equipment (maintenance & replacement ), scheduling, purchase of supplies, manage and submit timesheets, etc.
- Manage all incoming calls, messages, and forwarding to ensure proper handling, including direction of calls to appropriate parties, screening for sales-calls, prioritization and immediate handling of time sensitive calls.
- Prepare and Review for ESD Staff signature: Payment Authorizations, Personnel documents, Agreements/Contracts.
- Handle all scheduling matters, confirming meetings, conference calls, reserve meeting rooms, resolve scheduling conflicts, monitor schedule, provide meeting reminders and updates, ensure all necessary materials are available prior to meeting time.
- Make necessary travel arrangements. Provide details of travel schedule and ensure that all travel documents are in order and available as needed.
- Make decisions as necessary relative to maintenance of Plattsburgh office space, i.e., heating, plumbing, and building maintenance and repairs.
- Receive all invoices and process to central offices for payment, maintaining appropriate records for same, including computer records and preparation of monthly fiscal reports.
- Assist in the preparation of information bulletins, applications, and other written materials needed for specific programs.
- Research & systemize marketing collateral/material.
- Do online research, draft letters.
- Maintain computer reports and prepare project reports, as required.
- Manage and update filing system, including shared file list on line. Eliminate duplicate files. Review periodically and screen for materials that can be disposed of.
- Maintain administrative files, personnel files, and other general files.
- Work with committees, task forces and/or working groups of ESD and affiliated organizations.
- Familiarity with ESD projects and limited management of projects, including but not limited to project files  
Perform special projects as required.

### EDUCATION & REQUIREMENTS:

Education level required: Bachelor's Degree or equivalent experience

Equivalent Experience required: 1+ years relevant experience

Knowledge Required: Work as part of a project team; Strong Communication Skills – oral and written

High Competency in using Microsoft Office (Word, Excel, PowerPoint)

**APPROXIMATE HIRING SALARY:** Up to \$49,685 (w/ comprehensive benefits package)

### INQUIRE

Ruth Parris, Sr. HRIS Specialist & HR Manager

Internal Candidates: COMPLETE A POSTING APPLICATION AND ATTACH A COPY OF RESUME

External Candidates: SEND RESUME TO: [Resumes@esd.ny.gov](mailto:Resumes@esd.ny.gov)

WE ARE AN EQUAL OPPORTUNITY EMPLOYER COMMITTED TO DIVERSITY.