VACANCY ANNOUNCEMENT, SUPPORT STAFF NON EXEMPT POSITION
THE RESEARCH FOUNDATION OF THE STATE UNIVERSITY OF NY
BINGHAMTON UNIVERSITY
P.O. BOX 6000
BINGHAMTON, NY  13902-6000

DATE: August 29, 2007
TO: Paul Parker, Director, Sponsored Funds administration
FROM: Maria Lugones, Director, Philosophy, Interpretation and Culture
SUBJECT: Support Staff Position Recruitment on Research Foundation Payroll

Please arrange to announce the position described below to be funded from Research Foundation Project & Award number: 1041212/32816.

POSITION TITLE: Secretary I    SALARY RANGE: $13,000    CLOSING DATE OF APPLICATIONS: September 15, 2007

DUTIES AND RESPONSIBILITIES:
Act as a secretary to Center Director. Type correspondence, memos, reports of the center. Ensure that the center functions smoothly on a day to day basis. Arrange for meetings and conferences.

Process necessary paperwork and forms. Assist as necessary. Respond to requests for information from affiliate members. Assist in preparation of reports and evaluations. Maintain center members and affiliate files, files vitas and annual faculty reports. File bibliographies and other research material. Take minutes for the grant writing committee. Aid in finding and organizing grant material from the Internet.

Process faculty travel and speaker’s paperwork through Oracle or other systems as appropriate. Make travel arrangements for visiting speakers, book hotel rooms and rooms for lectures, process paperwork for travel reimbursements and honoraria.

Handle office files, telephones, greet visitors, interoffice communication, respond to email requests and in person requests for assistance, equipment, queries, supplies and keys. Maintain adequate stock of all office supplies, as necessary, using Oracle purchasing system (or other system) as appropriate.

Perform transaction in Oracle, i.e. disbursement from departmental and faculty research accounts, hiring of temporary employees. Keep a clear record of expenses and assist Director in monitoring the Center’s budget.

Scan and Xerox research materials, aid in the preparation of fliers and programs for talks and conferences under the guidance of the director.

Make appointments in an organized and timely manner, organize meeting times for research groups and reserve rooms.

REQUIRED TRAINING, KNOWLEDGE, EDUCATION, EXPERIENCE OR SKILLS:
Secretarial experience in educational settings. In particular, some knowledge of Binghamton University. Knowledge of Oracle. But more important are the following qualities, abilities, and attitudes. The candidate should be able to take initiative. He or she should be organized and good at organizing/filing/electronic organizing. The candidates need to be good at communication with researchers and in inter and intra office communication, and have good interpersonal skills.

Good computing skills, knowledge of oracle. Good at reading grant material and to follow text at the university level.

FULL-TIME: _______ PART TIME: X IF PART-TIME: 50%

Name of Individual who will Coordinate Recruitment: Maria Lugones

Address: Philosophy, Interpretation and Culture
Graduate Program
Binghamton University
PO Box 6000
Binghamton, NY  13902

Telephone: 607-777-5165
607-777-6659
607-757-0666
E-mail: marialugones@Gmail.com

The Research Foundation of the State University of New York
is an Equal Opportunity/Affirmative Action Employer