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

DATE: 5/08/06
TO: Paul Parker, Associate Vice President, Sponsored Funds Administration
FROM: Maria Lugones, Director, Ctr Interdisciplinary Studies in Philosophy
SUBJECT: Support Staff Position Recruitment on Research Foundation Payroll

POSITION TITLE: Secretary I     PAY RANGE: $13,000
DATES AVAILABLE: June 12, 2006
CLOSING DATE FOR APPLICATIONS: 6/01/06
DUTIES AND RESPONSIBILITIES:
Manage general office procedures, phone, email, organize supplies, campus paperwork, typing, editing and filing. Establish center office procedures, design filing systems, implement policies and procedures, resolve operational problems, organize, expedite and follow up on projects. Handle typing, forms, paperwork, records and communication. Manage expenses: purchases, requisitions and travel. Manage center research associate resources: travel visas, campus resources, offices. Manage center space: faculty, research associates, external affiliates. Manage communications: meetings, seminars, conference, workshops, develop and organize lists, mailings, notifications, external research network. Manage center development: schedules, room reminders, transportation. Supervise workstudy students, work with graduate student program assistants. Facilitate grant applications: organization, program statistics, work with Sponsored Programs personnel. Manage communication with campus offices: Research Foundation, Sponsored Programs, department and program offices, Graduate Office and other administrative offices, Public Service Program Center. Center development: help with developing procedures for new center.

REQUIRED TRAINING, KNOWLEDGE, EDUCATION, EXPERIENCE, OR SKILLS:
High School Degree & office experience. Skills: Word Processing including preparation of graphs, power point transparencies, EXL. Internet Use Communication skills: Interacting with public, speaking with researchers, university officials, students, etc. Devising filing systems & supervising assistants.

FULL-TIME ___ PART-TIME ___X___ IF PART-TIME ___50___%
Name Of Individual Who Will Coordinate Recruitment: Maria Lugones
PIC Program Office                         Telephone: (607)777-6659
Binghamton University
P.O. Box 6000/ (607)777-3009
Binghamton, NY  13902-6000

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Signature of Project Director/ Designee

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