



Posted Dates: 4/17/2024 – 5/1/2024

Internal Employment Opportunities

State University of New York Polytechnic Institute
100 Seymour Road, Utica NY 13502

Applications are invited for consideration for appointment to the following position:

Table with 7 columns: Title, Department/Division, Location, Work Week, Salary Range, Application Deadline, Date to be Filled. Row 1: Office Assistant 2 (Keyboarding), Human Resources, Utica, Monday – Friday, SG-9, 10 bus days, ASAP

Description of Duties:

This position serves as support staff. This support position carries out the day-to-day administrative activities in Human Resources to include OA1 & OA2 duties as defined in the NYS Department of Civil Service classification standard. Responsibilities include but may not be limited to performing more complicated clerical processing and office support work for which there is substantive knowledge of the office and its functions. This support person also manages the operations and projects in support the overall goals of the office and institution. Below is a list of specific duties that this position will be responsible for to include other reasonable duties as assigned.

- Must possess strong written and verbal communication skills.
• Must be able to complete tasks with accuracy.
• Must be able to provide a high level of customer service to visitors in the HR office.
• Must be able to manage multiple priorities in a fast-paced environment.
• Must possess an ability to edit, proofread and provide grammatical input into tasks.
• Computer proficiency with Microsoft word, Excel, Access, and PowerPoint.

Minimum Qualifications:

- One year of clerical experience where most work time is spent performing keyboarding, data entry, chart compilation or arrangement, or various tasks involving typing into computerized systems. The selected candidate must pass a keyboarding test that demonstrates the ability to enter text at a rate of at least 30 words per minute with at least 96% accuracy by completion of probation.

Applicants must address in their applications their abilities to work with a culturally diverse population. This position is contingent on the satisfactory completion of a background check; this position may require annual checks.

SUNY Poly is an AA/EEO/ADA employer, committed to excellence through diversity. Women, minorities, veterans, and individuals with disabilities are encouraged to apply.

Qualified applicants may apply for classified service positions by resume and/or application. All material needs to be completed and returned to HR@sunypoly.edu by the deadline date.