

Job Vacancy Notice

Job Title: Non-Teaching Adjunct – Admissions Slate Specialist
Location: Baruch College
Temporary: Part-Time

GENERAL DUTIES:

Completes non-teaching projects or complex work in support of a Campus or University administrative or academic department. This work is generally of a temporary nature and requires specialized experience or expertise.

CAMPUS SPECIFIC DUTIES:

“At Baruch College we believe that student success is everyone’s responsibility”

Baruch College of the City University of New York is a catalyst for the social, cultural, and financial mobility of a diverse student body. It is ranked among the region's and nation's top colleges by *U.S. News & World Report*, *Forbes*, and *Princeton Review*.

This mission of the Austin W. Marxe School of Public and International Affairs is to empower the next generation of public and nonprofit leaders, advance knowledge about public life and policy, and engage communities across the city, nation, and world to foster effective, inclusive institutions and societies.

Reporting to Marxe's Senior Director of Graduate Admissions and Enrollment Services, part-time Admissions/Slate Specialist will be the main point person to process applications and release decisions. Details of the roles are below:

- Processing of online applications from submission to decision.
- Notify/release various decisions of applications, scholarships, and other awards.
- Assess foreign transcripts and conduct GPA calculations.
- Communicate with prospective applicants on their missing or insufficient application requirements and materials.
- Oversee updates of letter templates for processing such as decision letters, application status updates, and scholarship letters.
- Build queries and manage workflow within Slate as needed.
- Assist hosting campus events.
- Attend/run recruitment fairs in-person & virtual.
- Performs related duties as assigned.

*This position will work in a hybrid schedule (with possibility of fully remote).

CONTRACT TITLE

Non-Teaching Adjunct

FLSA

Non-exempt

MINIMUM QUALIFICATIONS

Bachelor's Degree required.
Must be proficient in Slate with proven experience.
Must have experience in Admissions or related field.

COMPENSATION

\$56.21/hour, 20 hours/week

BENEFITS

CUNY offers a comprehensive benefits package to employees and eligible dependents based on job title and classification. Employees are also offered pension and Tax-Deferred Savings Plans. Part-time employees must meet a weekly or semester work hour criteria to be eligible for health benefits. Health benefits are also extended to retirees who meet the eligibility criteria.

HOW TO APPLY

Candidates must send resume and cover letter to young.hah@baruch.cuny.edu.

CLOSING DATE

This position will be open until filled with review of resumes starting on March 10, 2026.

JOB SEARCH CATEGORY

CUNY Job Posting: Managerial/Professional

EQUAL EMPLOYMENT OPPORTUNITY

CUNY encourages people with disabilities, minorities, veterans and women to apply. At CUNY, Italian Americans are also included among our protected groups. Applicants and employees will not be discriminated against on the basis of any legally protected category, including sexual orientation or gender identity. EEO/AA/Vet/Disability Employee