Career Development Center
New York Early Childhood Professional Development Institute

Clerk Ii-Administrative Assistant

Stony Brook Child Care

Stony Brook, NY 11794

Other | Full-time | Onsite | $36,000 - $36,000 a year

Posted on June 29, 2026

Organization Statement

Stony Brook Child Care is a not-for-profit center that has been providing child care for Stony Brook University and the surrounding community for over 50 years. We are a full-day, year round program serving families with children ages 2 months- 5 years. The center is open Monday-Friday 7:30-5:30. We utilize a team-teaching structure and our philosophy focuses on a child-centered, open-ended, and anti-bias approach to early childhood education and care. For more information visit: www.stonybrook.edu/childcare

Job Description

This position, which reports to the Executive Director, is responsible for assisting the administrative staff with the general clerical responsibilities for Stony Brook Child Care. The Clerk II must communicate in a timely manner with parents, staff, University administration, outside agencies, and the community-at-large by providing clerical, reception, and administrative assistance.

Responsibilities

- **Clerical:**
  - Process the support staff payroll paperwork.
  - Process paperwork and approve timesheets for work study students on the SOLAR system.
  - Maintain records for support staff licensing requirements.
  - Responsible for maintaining files, typing, and copying.

- Responsible for handling and distributing mail.
- Assist with tuition collection and records.
- Assist with compiling and updating a list of maintenance items for maintenance workers.
- Update and maintain the security card system.
- Prepare vouchers for tuition subsidies for the Suffolk County Department of Social Services.
- Order food, education, and office supplies for the center.
- Assist Business Manager with processing accounts payable, purchases, requisitions, and purchase orders.

- **Reception:**
  - Maintain constant front-desk coverage for security purposes.
  - Assist administrative staff with day-to-day operations.
  - Participate in daily dispatching of incoming calls.
  - Refer questions to proper channels for reply.
  - Answer telephone and provide accurate information in a courteous and cooperative manner.
  - Receive and announce visitors and direct them to the appropriate destination.

- **Additional Duties & Responsibilities as Assigned:**
  - Other duties as assigned.

Qualifications

Required Qualifications (as evidenced by an attached resume):
High School Diploma or GED (foreign equivalent or higher). Two (2) years of full-time clerical experience. Experience with Microsoft Excel and Microsoft Word.

Preferred Qualifications:
Associate's degree (foreign equivalent or higher). Three (3) years of full-time clerical experience. Experience utilizing SBU SOLAR system. Experience providing administrative support in a childcare setting.

- **Minimum Education Level:** Highschool Graduate or GED

- **Preferred Education Level:** Associate's Degree

Application Instructions

For a full position description or to apply online visit:

www.stonybrook.edu/jobs

and search "childcare"

or visit our website at www.stonybrook.edu/childcare and click on "Join Our Team"

Language Requirements

English

Additional Information

Visit our WHY WORK HERE page to learn about the benefits available to SUNY Research Foundation employees

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