



THE CITY OF NEW YORK
 DEPARTMENT OF CITYWIDE
 ADMINISTRATIVE SERVICES
 APPLICATIONS CENTER
 18 WASHINGTON STREET
 NEW YORK, NY 10004

REQUIRED FORMS
APPLICATION FORM EDUCATION AND EXPERIENCE TEST PAPER
FOREIGN EDUCATION FACT SHEET (IF APPLICABLE)

RUDOLPH W. GIULIANI
 Mayor

WILLIAM J. DIAMOND
 Commissioner

NOTICE OF EXAMINATION

UNIVERSITY ASSISTANT ARCHITECT (CUNY)
Exam. No. 0087
(For The City University of New York Only)

WHEN TO APPLY: From: November 1, 2000 **APPLICATION FEE: \$40.00**
 To: November 21, 2000 *Payable only by money order to D.C.A.S. (EXAMS*

THE TEST DATE: Multiple-choice test expected to be held on **Saturday, February 24, 2001.**

WHAT THE JOB INVOLVES: At Assignment Level I: University Assistant Architects, under direct supervision with limited latitude for independent action or decision, perform architectural work of moderate difficulty in planning and design for the creation, construction, alteration, rehabilitation or restoration of buildings and facilities; and perform related work.

Some of the physical activities performed by University Assistant Architects and environmental conditions experienced are: Walking to and from inspection sites; climbing and descending from ladders or stairs to get to areas to be inspected; standing for an extended period of time; bending and stooping during inspections; working in confined areas; distinguishing colors; communicating orally; carrying clipboard and inspection forms; climbing around and over various objects; walking in areas that may be damp, dark, dusty, smoky or acrid; and working outdoors in all kinds of weather.

(This is a brief description of what you might do in this position and does not include all the duties of this position.)

THE SALARY: The current minimum salary is \$40,075 per annum for Level I. For Level II the salary will be \$47,572. This rate is subject to change. Appointment to Level II is at the discretion of the City University of New York.

HOW TO APPLY: If you believe you meet the requirements in the "How to Qualify" section, refer to the "Required Forms" section below for the form(s) that you must fill out. Return all completed form(s) and the application fee to DCAS Applications Section, 1 Centre Street, 14th floor, New York, NY 10007 **by mail only**. Applications will not be accepted in person.

HOW TO QUALIFY:

Education and Experience Requirements: By the **last day of the Application Period** you must have:

1. A Bachelor or Master of Architecture that is the first professional degree in architecture from an accredited college and one year of full-time satisfactory experience in architectural work; or
2. A Bachelor of Science degree in architecture that is the first four years of a five year first professional degree program in Architecture from an accredited college and two years of full-time satisfactory experience in architectural work; or
3. A valid New York State Registration as an Architect.

The following are examples of four year degrees that are NOT acceptable for this examination.

- a) Bachelor of Science in Architectural Technology
- b) Bachelor of Professional Studies in Architecture
- c) Bachelor of Science in Fine Arts issued by the Architectural Department of a college
- d) Bachelor of Science in Art and Design issued by the Architectural Department of a college

READ CAREFULLY AND SAVE FOR FUTURE REFERENCE

You may be given the test before we check your qualifications.

Residency: City residency is not required for this position.

English Requirement: Candidates must be able to understand and be understood in English.

Proof of Identity: Under the Immigration Reform and Control Act of 1986, you must be able to prove your identity and your right to obtain employment in the United States prior to employment with the City University of New York.

REQUIRED FORM(S):

- 1. Application for Examination:** Make sure that you follow all instructions included with your application form, including payment of fee. Save a copy of the instructions for future reference.
- 2. Education and Experience Test Paper:** Write your social security number, the examination title and number in the box at the top right side of the cover page. Fill out Sections A, A.2, A.3, B and C This form must be filled out completely and in detail for you to receive your proper rating. Keep a copy of your completed Education and Experience Test Paper for your records.
- 3. Foreign Education Fact Sheet (Required only if you need credit for your foreign education to meet the education and experience requirements):** If you were educated outside the United States, you must have your foreign education evaluated to determine its equivalence to education obtained in the United States. The services that are approved to make this evaluation are listed on the Foreign Education Fact Sheet included with your application packet. When you contact the evaluation service, ask for a "**document-by-document**" (**general**) evaluation of your foreign education. You must have one of these services submit its evaluation of your foreign education directly to the Department of Citywide Administrative Services no later than eight weeks from the last date for applying for this examination.

THE TEST: You will be given a multiple-choice test. Your score on this test will be used to determine your place on an eligible list. You must achieve a score of at least 70% to pass the test. The multiple-choice test may include questions on architectural principles, theory, practice and design; drafting techniques, layout and site planning; principles and techniques of construction; construction materials and equipment; mathematics; principles of supervision; safe work practices in construction sites; and other related areas.

ADMISSION CARD: You should receive an Admission Card in the mail about 10 days before the date of the test. If you do not receive an Admission Card at least 4 days before the test date, you must go to the Examining Service Section, 1 Centre Street, 14th floor, Manhattan, to obtain a duplicate card.

THE TEST RESULTS: If you meet the education and experience requirements and pass the multiple-choice test, your name will be placed in score order on a CUNY eligible list and you will be given a list number. You will be notified by mail of your test results. If you meet all requirements and conditions, you will be considered for appointment when your name is reached on the eligible list.

ADDITIONAL INFORMATION:

This examination is for positions with The City University of New York (CUNY) only. If you would like to apply for Assistant Architect in City agencies you must submit a separate application and fee for Exam. No. 0026 from November 1, 2000 through November 21, 2000.

List Termination: The eligible list resulting from this examination will be terminated one year from the date it is established, unless extended by the CUNY Vice Chancellor for Faculty and Staff Relations.

SPECIAL TEST ACCOMMODATIONS: If you plan to request special testing accommodations due to disability or an alternate test date due to your religious belief, follow the instructions included with the "Application for Examination."

The General Examination Regulations of the Department of Citywide Administrative Services apply to this examination and are part of this Notice of Examination. They are posted and copies are available in the Applications Center of the Division of Citywide Personnel Services, 18 Washington Street, NY, NY.

The City University of New York
An Equal Opportunity Employer/Affirmative Action/Immigration Reform and Control Act/
Americans with Disabilities Act Employer

CUNY Title Code No. 04821

**For Recorded Information About Examinations for Other City Jobs, Call 212-487-JOBS
Internet: nyc.gov/html/dcas; for CUNY : cuny.edu**