

**THE CITY UNIVERSITY OF NEW YORK  
CAREER OPPORTUNITY**

**The College of Staten Island**

<b>Title</b>	<b>College Assistant</b>
<b>Location/Department</b>	<b>Various Departments</b>
<b>Position Type</b>	Support Staff Position
<b>FLSA Status</b>	Non-Exempt
<b>Compensation</b>	\$8.72 per hour* *This amount reflects a 13% salary suppression in effect for the first 24 months of employment only.
<b>Web Site</b>	<a href="http://www.csi.cuny.edu">www.csi.cuny.edu</a>
<b>Notice Number</b>	<b>SS13308</b>
<b>Closing Date</b>	<b>Open until filled with review of resumes to begin 5/8/07.</b>

**POSITION DESCRIPTION AND DUTIES**

The College of Staten Island/CUNY maintains a pool of candidates for part-time positions as they occur. All appointments are subject to budget/financial ability. College Assistants perform miscellaneous clerical and administrative functions for periods of limited duration, with an annual maximum hourly cap. Duties may include reception work, maintaining records/calendars, operating Xerox and office equipment; sorting and distributing mail, stock and supplies; acting as messenger, and performing other routine clerical work as required.

Some positions may have evening and/or weekend assignments. Some evening assignments may also have a 10% salary differential. Some assignments are scheduled for a maximum of 20 hours per week when classes are in session. May include liberal benefits package.

## **QUALIFICATION REQUIREMENTS**

Applicants must be able to demonstrate that they possess sufficient skills to perform the duties of the job to which they are assigned. Maximum tenure for this class of positions is not to exceed 1040 hours per annum. Candidates who are considered for typing assignments will be required to take and pass a typing test as part of the interview process. Advanced computer skills, good organizational and writing skills are preferred.

**TO APPLY:            Send cover letter and resume to:**

Hope Berte, Associate Director of Human Resources  
College of Staten Island/CUNY  
2800 Victory Blvd. 1A-204  
Staten Island, NY 10314

The City University of New York is an Equal Opportunity Employer and complies with all applicable employment laws and regulations.