

Full-time Office Assistant

The College of Staten Island Association, Inc. is a related entity to the College of Staten Island, and a position with The College of Staten Island Association, Inc. is NOT a city job.

Full-time Office Assistant position for the Campus Activities Board (CAB)/Club Life. Responsibilities include assisting student leaders with processing paperwork for events and fiscal expenditures, developing marketing materials, maintaining databases and general office duties. Candidate must have excellent customer service skills, experience working with diverse populations, ability to interact with and assist college students and strong computer skills.

Qualification Requirements: High School Diploma, One-year general office work with 30 college credits; 60 college credits (equivalent of 2 years' experience); English language proficiency

Salary: \$31,000.00. Position is funded by Student Activity Fees.

To apply, email your resume and the names and contact information for three references to Association@csi.cuny.edu. NO PHONE CALLS. **Resumes will be reviewed until the position is filled.**

As part of our commitment to affirmative action and as an equal opportunity employer, we are collecting data about our applicant pool. In this regard, we are asking that you consider completing a survey which you can access by copying and pasting the following link into your browser.

https://docs.google.com/forms/d/1OFDGibuOHnzVp5Z8vvh81u8wGuHremeD7FU5SN3j9sU/edit#:~:text=https%3A//docs.google.com/forms/d/e/1FAIpQLScu0ZeIXfYU8%2DkQa32lZvjeYqrq8FsRdZ8KKhy2dz7JhduTQA/viewform%3Fusp%3Dsf_link

“Please note that participation in this survey is 100% voluntary. The information you provide will be kept confidential and will have no impact on your application for this position.” Equal Opportunity employment – AA/ADA Employer

Thank you.