

The College of Staten Island Association, Inc. is a non-profit corporation related to the College of Staten Island. This position is with The College of Staten Island Association, Inc. This is NOT a city job.

Position: Full-Time Coordinator for the Student Government Office (SG).

Requirements: Bachelor's Degree and four years related experience.

Responsibilities: Assisting the Student Government with developing, planning, promoting and implementing activities and initiatives, including preparing budgets and processing expenditure requests in accordance with fiscal policies. Coordinate meetings, take meeting minutes, supervise support staff.

Necessary skills: Candidate must have excellent organizational and customer service skills. Experience working with diverse student populations and strong computer skills required. Proficient in Microsoft Office Suite. Prior experience with similar skillset preferred.

Salary: \$57,000. Position is funded by Student Activity Fees.

To apply, email association@csi.cuny.edu with your resume and three references.

Resumes will be reviewed until the position is filled

The review of resumes will begin shortly. Please be assured that your candidacy will receive every consideration and you will be contacted should we think your qualifications are a good match for the role. Once the review of resumes has been completed, you will be contacted if we need additional information or wish to schedule a personal interview with you. If you are not contacted, this is the only correspondence that you will receive. No phone calls will be accepted.

Equal Opportunity employment – AA/ADA Employer