Division: Economic Development and Community Partnerships  
Office/Unit: Auxiliary Service Corporation/Administrative Office  
Functional Job Title: Administrative Assistant  
Position Type: Part Time  
Hours Per Week: 20  
Annual Salary: $22/hour  
To apply: Please send a copy your resume to: CSI02 ASC Administrative Assistant - Part Time

The College of Staten Island Auxiliary Services Corporation, Inc. (CSI-ASC), incorporated in 1977, is a nonprofit corporation established by and for the benefit of the College of Staten Island of the City University of New York. CSI-ASC is governed by the Not-For-Profit Corporation Laws of the State of New York. The mission of the CSI Auxiliary Services Corporation is to support the College of Staten Island by providing services and products that meet the needs and expectations of the students, faculty, staff and visitors of the college. Central to this effort is the ability to recognize the diverse constituent population of the college and to maximize customer satisfaction while maintaining the financial integrity of the corporation.

CSI ASC includes a diverse group of revenue-generating business enterprises that directly support student life, student success, and the faculty and staff of the college.

Reporting to the Finance Controller for ASC, under direct supervision, the part time administrative assistant performs bookkeeping, clerical, and sub professional work of ordinary difficulty and responsibility related to college operations. Key duties and responsibilities may include:

- Manage front desk, serving as the first point of contact for incoming visitors and phone calls. Assist with inquiries as needed
- Assist with appointments, creating letters, calendar coordination and any other clerical assistance as needed.
- Manage and maintain the CSI Auxiliary Services mailbox which can include sending campus messages, directing emails to appropriate parties and/or responding directly to emails as needed.
- Assist with payroll, time keeping, benefits orientations, and new hire onboarding including I9 and E-Verify processing.
- Respond to any inquiries regarding employment verification.
- Schedule all monthly Board of Directors meetings with communication to Board of Directors as needed including distribution of Board materials and related information.
- Preside at all monthly Auxiliary Board of Directors meetings to record minutes.
- Maintain and file all documents related to Board of Directors meetings.
- Communicate with newly appointed board members with regard to any questions and concerns they may have.
- Assist the Finance Controller with updates to all ASC bank accounts, including update of signatories, resolutions and signature cards. May be required to gather personal information required by banks to perform background checks on signatories.
- Assist with annual audit requests related to retrieving documents in ASC’s filing system.
• Invoice Creator for ASC’s Accounts Receivable Billing module in CUNY First and Legacy Systems, including adding new customers to the system.
• Distribute invoices to customers once generated.
• Maintain and track all invoices on ASC’s internal billing spreadsheet.
• Send out notices of past due invoices in an effort to retrieve payment.
• Manage accounts receivable billing for all utilities including electric and gas usage by Dolphin Cove, Tennis Center, and Spring and AT&T towers.
• Retrieve meter readings from B&G quarterly to prepare billing as needed.
• Input of leases in CUNY First as per GASB 87 and processing of lease billing cycle.

Skills and Qualifications

• Associates Degree. Bachelor’s Degree a plus.
• 3 years’ experience as an Administrative or Office Assistant. Experience in a Public Higher Education setting a plus.
• Knowledge of office management systems and procedures.
• Working knowledge of office equipment, like printers and fax machines.
• Proficiency in MS Office (MS Word, MS Excel and MS PowerPoint, in particular).
• Excellent time management skills and the ability to prioritize work.
• Attention to detail and problem-solving skills.
• Excellent written and verbal communication skills.
• Strong organizational skills with the ability to multi-task.

EQUAL EMPLOYMENT OPPORTUNITY

CUNY encourages people with disabilities, minorities, veterans and women to apply. At CUNY, Italian Americans are also included among our protected groups. Applicants and employees will not be discriminated against on the basis of any legally protected category, including sexual orientation or gender identity. EEO/AA/Vet/Disability Employer.

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