

Position Posting

The Children's Center at CSI Full Time Program Assistant Position

Excellent front desk, clerical and recordkeeping skills, knowledge of Microsoft Office Word and Excel, ability to learn new computer programs, excellent verbal and written communication skills a must. Additionally, preferred experience in: record's management, collection of fees, data input for grant tracking, Department of Health Immunization Survey, CACFP, data collection and reports for grants.

Bachelor's degree required; Four years related experience; English language proficiency.

Salary: \$50,000.

Experience with a diverse population in a Preschool preferred.

Please send applications to the CSI Association at the following address:
association@csi.cuny.edu

Resumes will be reviewed starting September 30th. Search will continue until position is filled. AA/EOE