Job Title: College Assistant – Center for Student Accessibility

Location: College of Staten Island

Full/Part Time: Part-Time

Regular/Temporary: Regular

GENERAL DUTIES

- Under supervision, performs miscellaneous clerical, administrative, research or other work related to the operation of a College or other unit where such work is required on a part-time basis or for a period of limited duration.

- There is one Assignment Level for this position. All personnel perform related work. This specification describes typical assignments; related duties may be assigned as needed.

- Maximum tenure for any employee in this hourly position is 1040 hours per year.

- Performs routine clerical work; may answer and attend to telephone calls; maintain records, operate office machines (such as copier), sort and distribute mail, issue keys and identity cards, act as messenger, and perform related tasks as required.

- Types letters, memoranda, charts, and similar materials.

- Acts as cashier.

- Assists in statistical or research activities. May collect and compile data, code data for computer entry, perform data entry, and run computer reports.

- Performs clerical library work, such as sorting and shelving books, performing data entry into library systems, or binding books and periodicals.

- Assists in instructional programs, including tutoring and assisting students in areas such as reading and mathematics. May assist in speech and hearing therapy, provide musical accompaniment, and/or distribute and collect physical education equipment.

- Enters and maintains departmental records such as inventory control records, rosters, directories, and schedules.

- May operate computers, computer software, and other electronic equipment in performing assigned tasks.

CAMPUS SPECIFIC DUTIES

In addition to the General Duties, the College Assistant:

- Works with the Assistant Director of Assistive Technology in implementing and providing software and equipment training to students.

- Assists the Assistant Director of Assistive Technology in setting up students in need of services when working with their academic counselor.

- Transports Assistive Technology equipment to various parts of the campus and provides programming needs to students.

CONTRACT TITLE

College Assistant

FLSA
Non-exempt

MINIMUM QUALIFICATIONS

- Must demonstrate sufficient skills to perform the duties of the assigned tasks.

PREFERRED QUALIFICATIONS

- Experience with operating computers, computer software, and other electronic equipment such as school issued laptop, tablet, digital recorder, smart pen, or other equipment in performing assigned tasks.

- Experience working with students who have a broad range of disabilities.

- Ability to provide notetaking, reading, scribing and other services to students with disabilities as assigned.

BENEFITS

CUNY offers a comprehensive benefits package to employees and eligible dependents based on job title and classification. Employees are also offered pension and Tax-Deferred Savings Plans. Part-time employees must meet a weekly or semester work hour criteria to be eligible for health benefits. Health benefits are also extended to retirees who meet the eligibility criteria.

EQUAL EMPLOYMENT OPPORTUNITY

We are committed to enhancing our diverse academic community by actively encouraging people with disabilities, minorities, veterans, and women to apply. We take pride in our pluralistic community and continue to seek excellence through diversity and inclusion. EO/AA Employer.

HOW TO APPLY

To apply, candidates must attach a resume, cover letter, and three professional references (name, title, organization, and contact information) as one file and email to: Shivan.Mahabir@csi.cuny.edu with “College Assistant – AT Specialist” in the subject line.

CLOSING DATE

Open Until Filled

EQUAL EMPLOYMENT OPPORTUNITY

We are committed to enhancing our diverse academic community by actively encouraging people with disabilities, minorities, veterans, and women to apply. We take pride in our pluralistic community and continue to seek excellence through diversity and inclusion. EO/AA Employer.