

## **Position Posting: Part-Time Office Assistant**

**Location:** The Children's Center

The College of Staten Island Association is seeking a part-time office assistant for The Children's Center. As an office assistant, you would perform office/secretarial work, following relevant departmental, College, and University procedures under supervision.

**General responsibilities include:**

- Recordkeeping (registrations, payments, departmental records, etc.)
- General receptionist duties (answering telephone calls, oversee visitor sign-in, etc.)
- Transaction processing (process purchase orders, verify inventory, receive and sort mail, etc.)
- Provide customer service to staff and students
- All other duties as assigned

**Required Qualifications:** High School Diploma; At least one-year of general office work experience with 30 college credits, OR 60 college credits.

**Preferred Qualifications:** Experience within a diverse Preschool population; Excellent front desk, clerical and recordkeeping skills; knowledge of Microsoft Office Word and Excel.

**Rate:** \$20.00 an hour

**FSLA Status:** Non-Exempt

**How to Apply:** Email [association@csi.cuny.edu](mailto:association@csi.cuny.edu) with your resume and contact information for three references

No phone calls.

Equal Opportunity employment – AA/ADA Employer

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