Position Posting

Full-time Student Government Office Assistant

Student Government is seeking a full-time Office Assistant to provide exceptional secretarial service, under supervision, to students and the Student Government Coordinator while following relevant departmental, College, and University procedures.

Primary responsibilities: Create filing systems and maintain departmental records; Prepare purchase orders and vouchers; Provide guidance for staff and students; Provide receptionist services; Assist with making event arrangements; Process purchase orders; Verify inventory and supplies; Receive and sort mail; Other duties as assigned by supervisor and/or Directors of The CSI Association and Office of Student Life.

Required Qualifications: Highschool Diploma; 30 college credits and at least one year of general office experience, OR 60 college credits; Must be able to work with diverse populations, have computer literacy, and an English language proficiency.

Preferred Qualifications: Experience with transaction processing; Experience in customer service roles; Proficiency with Microsoft Office Suite applications; Detail-oriented.

Benefits include paid holidays in accordance with the College's holiday schedule, individual health insurance plan, accrued sick and vacation time, and participation in a retirement plan after two years of service.

Position is funded by student activity fees. Salary is $38,000.

FSLA Status: Non-Exempt

How to Apply: Send your resume and contact information for three references to association@csi.cuny.edu

No phone calls.

The College of Staten Island Association, Inc., is an equal opportunity, affirmative action, and ADA compliant employer.