

Job Title: Coordinator for the Student Government Office (SG)
Location: College of Staten Island Association
Status: Full Time
Salary: \$43,000 annually

The College of Staten Island Association, Inc. is a related entity to the College of State Island and a position with The College of Staten Island Association is NOT a city job.

Position: Full Time Coordinator for the Student Government Office (SG).
Bachelor's Degree required

To apply: respond to this ad at <https://www.indeed.com> with your resume and three references. Resumes will be reviewed until position is filled.

Responsibilities include assisting the Student Government with developing, planning and implementing activities and initiatives. Coordinate meetings, take meeting minutes, supervise support staff. Candidate must have excellent organizational and customer service skills. Ability and experience working with diverse student populations is a must. Prior experience with similar skillset preferred. Salary \$43,000. Position is funded using Student Activity Fees. Must be vaccinated for COVID-19.

The review of resumes will begin shortly. Please be assured that your candidacy will receive every consideration and you will be contacted should we think your qualifications are a good match for the role. Once the review of resumes has been completed, you will be contacted if we need additional information or wish to schedule a personal interview with you. If you are not contacted, this is the only correspondence that you will receive. No phone calls will be accepted.

As part of our commitment to affirmative action and as an equal opportunity employer, we are collecting data about our applicant pool. In this regard, we are asking that you consider completing a survey which you can access by copying and pasting the following link into your browser.

https://docs.google.com/forms/d/e/1FAIpQLScD95UFepfym14p-MwdE2vAgtA1d5zktwAm3wTyNngyW_QUKQ/viewform

“Please note that participation in this survey is **100%** voluntary. The information you provide will be kept confidential and will have no impact on your application for this position.”

Thank you.

Equal Opportunity employment – AA/ADA Employer