

**Job Title:** Office Assistant

**Location:** College of Staten Island

**Status:** Full Time

**Salary:** \$31,000 annually

**Description:**

The Office Assistant for Student Government is a full-time position. Responsibilities include processing paperwork for events, expenditures and general office duties. Candidate must have excellent customer service skills, experience working with diverse populations and the ability to interact with and assist college students and strong computer skills. Salary: \$31,000. Must be vaccinated for COVID-19. Position is funded by Student Activity Fees.

To apply, respond to this ad with your resume and three references.

[association@csi.cuny.edu](mailto:association@csi.cuny.edu), or [www.indeed.com](http://www.indeed.com)

No phone calls.

Resumes will be reviewed until position is filled.

Equal Opportunity Employment - AA/ADA Employer.