

Job Title	English Language Institute Program Assistant
PVN ID	SI-2405-006271
Category	Clerical/Office Services
Location	COLLEGE OF STATEN ISLAND
Department	Global Engagement
Status	Full Time
Annual Salary	\$31,614.00 - \$54,715.00
Hour(s) a Week	35
Closing Date	Oct 28, 2024 (Or Until Filled)

General Description

The College of Staten Island is one of 11 senior colleges of The City University of New York and the only public college on Staten Island. CSI offers over 80 undergraduate programs, 24 graduate programs, and through the CUNY Graduate Center, participates in 7 doctoral programs. The College enrolls approximately 12,000 students and employs nearly 2,000 faculty and staff. Located on a 204-acre park-like campus that is minutes away from the cultural treasures of Manhattan, the CSI campus is the largest collegiate site in NYC. Fourteen neo-Gregorian style buildings house over 300 classrooms, laboratories, instructional spaces, and study lounges, as well as department, faculty, and program offices. CSI boasts an advanced, networked infrastructure which includes a high-performance computational center that supports technology-based research, teaching, and learning through CUNY. Two residential buildings on campus provide housing for over 400 students.

The English Language Institute Program Assistant is an integral member of the staff at the Center for Global Engagement at the College of Staten Island/CUNY. The Center is a comprehensive international education office at the College and is responsible for overall campus internationalization. The English Language Institute Program Assistant works with the Director of ELI and a team of other advisors and support personnel in preparing and supporting international students from abroad to study at ELI including visa preparation, I-20 issuance, travel and relocation advice, cultural adjustment, and housing advising.

General Responsibilities

- Collect, enter, and maintain data on student applicants, participants, alumni, etc.
- Communicate with individuals and groups seeking information on ELI.
- Know and be guided by the institutional or departmental mission, vision, and values statements.
- Maintain privacy and confidentiality of communications, documents, files, and records according to institutional policies and legal requirements.
- Produce data reports to proactively share information.

Typical Daily Duties

- Under supervision, performs miscellaneous clerical, administrative related to ELI.
- Act as DSO to perform tasks in SEVIS; Revises and issues I-20s.
- Sends and follows up on ELI information to potential students and partners.
- Files, verifies, and organizes application documents.
- Issues invoices and ensures payments are collected.
- Assist with students' arrivals, orientation, Culture Day, graduation, etc.
- Orders books, TOEFL tests, and other materials.
- Communicates with students and teachers on notices, payments, forms, schedules, meetings.
- Supports faculty as needed.
- Visits classroom and conducts tours as needed.
- Assists students with ID, accounts, etc.
- Makes calendars, reserves rooms, plans events, and coordinates catering.
- Other duties as assigned.

Other Duties

Qualifications

Education Requirement:

AA or equivalent

Other Requirements:

- *Personal computer competency is required, including spreadsheet and word processing, e-mail and use of Internet as research tool.*
- *Ability to evaluate time-sensitivity of requests received and expedite accordingly.*
- *Excellent written and verbal communication skills.*
- *The Designated School Official (DSO) at a college or university in the United States must be a U.S. citizen or lawful permanent resident (green card holder).*