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<b>Job Title</b>	Creative Exchange and Life Skills Program Assistant
<b>PVN ID</b>	SI-2301-005328
<b>Category</b>	Administrative Services
<b>Location</b>	COLLEGE OF STATEN ISLAND
<b>Department</b>	OCEE
<b>Status</b>	Part Time
<b>Hourly Rate</b>	\$35.00-\$35.00
<b>Hour(s) a Week</b>	12.00-19.00
<b>Closing Date</b>	Mar 07, 2023 (Or Until Filled)

## General Description

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Grounded in the Liberal Arts tradition, the College of Staten Island is committed to the highest standards in teaching, research, and scholarship. Drawing on the rich heritage of the City University of New York that has provided access to excellence in higher education since 1847, the College of Staten Island offers that same opportunity in New York City's Borough of Staten Island. The College is dedicated to helping its students fulfill their creative, aesthetic, and educational aspirations through competitive and rigorous undergraduate, graduate, and professional programs. We embrace the strength of our diversity, foster civic mindedness, and nurture responsible citizens for our city, country, and the world.

The Office of Community Educational Engagement (OCEE) is a central resource and bridge connecting the college and community. Our purpose is to prepare students to more fully participate and thrive in the 21st Century through academic programs, supportive learning communities, and collaborations across campus and within the community.

Established in 1975 exclusively at CSI, Creative Exchange (CE) in the OCEE serves adults with intellectual and developmental disabilities in a non-degree program with ongoing educational offerings through the College. Creative Exchange also offers a more demanding non-degree program for Developmentally Disabled Adults called Life Skills (LS). Through social and academic initiatives, our students engage with instructors and one another to develop the interpersonal skills needed to excel in their community performance. We foster a unique environment for personal growth through a sharing of ideas and opinions, regardless of ability

This position reports to the Director of Community Educational Engagement. The ideal candidate has a growth mindset, stellar interpersonal and organizational skills, as well we experience working in post-secondary and/or day habilitation programs that serve students with intellectual and developmental disabilities. Technical proficiency in administrating zoom, Microsoft Office, and google is required. This individual will provide programmatic support and direct student support:

## Other Duties

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The Program Assistant will:

- Ensure students arrive and leave campus safely every evening of instruction. Coordinate with Public Safety as needed
- Oversee and document CE attendance data for monthly levels of service submissions, as well as LS attendance data for OPWDD reporting.
- Serve as a liaison between instructors, students, and administrators (i.e. communicating needs, challenges, assisting with roster development, collect student goals data, etc.)
- Support persistence and advisement efforts by following up and reporting students who are not attending as part of the program assessment efforts
- Assist students as needed individually in the classroom. Follow-up with stakeholders responsible with student care if individual para support is needed and required in order for student to participate in the program
- Support student advisement with referrals. Report referrals to additional services when necessary (i.e. Medicaid, AHRC, Life Skills, enrollment, assisting students who need transportation connect with available services like Teleride and Access-a-ride, etc.).
- Support recruitment efforts through stakeholder engagement (i.e. SIDDC Meetings, recruiting at in person events in community, catalog distribution, distributing branded giveaways to students who refer new students, responding to all student & stakeholder inquires, etc.)
- Intervene in alignment with code of conduct with students who are disruptive or violate code of conduct
- Documenting incidents and grievances and reporting to supervisor
- Facilitating 2 emergency/fire drills twice annually and executing the Emergency Management Plan as needed
- Performs other duties as assigned by supervisor

## Qualifications

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Bachelor's degree preferred. The ideal candidate has a growth mindset, stellar interpersonal and organizational skills, as well we experience working in post-secondary and/or day habilitation programs that serve students with intellectual and developmental disabilities. Technical proficiency in administrating zoom, Microsoft Office, and google is required.

Applicants must be available Monday – Thursday 6:00 pm-9:00 pm. Additional availability during office hours a plus.