



CALIFORNIA STATE UNIVERSITY, LOS ANGELES
**UNIVERSITY
STUDENT UNION**

5154 State University Dr.
Los Angeles, CA 90032

Phone:
323.343.2450

Fax:
323.343.5101

Website:
www.calstatela.edu/usu

Office Hours:
Monday-Friday
8:00a.m.-5:00p.m.

The University-Student Union is an Affirmative Action/Equal Opportunity Employer. Applicants will be considered without regard to their race, color, religion, marital status, national origin, sex, age, pregnancy, sexual orientation, disability, military and veteran status, or other status protected by state or federal regulation within the limits imposed by law.

In order to be eligible for employment with the University-Student Union, a student assistant must be officially admitted to the University and must have at least a 2.0 G.P.A.

The person holding this position is considered a "mandated reporter" under the California Child Abuse and Neglect Reporting Act and is required to comply with the requirements set forth in CSU Executive Order 1083 as a condition of employment.

A background check (including a criminal records check) must be completed satisfactorily before any candidate can be offered a position with the CSU. Failure to satisfactorily complete the background check may affect the application status of applicants or continued employment of current CSU employees who apply for the position.

STUDENT ASSISTANT JOB OPPORTUNITY Operations Aide

Hourly Rate: \$12.00 per hour; non-exempt classification
Work Schedule: Up to 20 hours per week as developed with the Assistant Director of Operations.
Training Period: Two months with possibility of extension.

General Statement:

Under the supervision of the Assistant Director of Operations, the Operations Aide is responsible for the general upkeep, repair, and maintenance of the University Student Union facility.

Specific Duties and Responsibilities:

- Perform basic tasks in the field of cleaning, carpet cleaning, trash removal, vacuuming and mopping;
- Performs basic tasks in the fields of carpentry, ceiling tile repair, wall repair, framing, demolition, and interior construction/repair work;
- Performs carpet cleaning as needed and directed;
- Performs stripping and waxing as needed and directed;
- Performs minor repairs on plumbing systems;
- Performs minor electrical repairs on circuits, small appliances and audio-visual equipment;
- General knowledge in installation of surface conduit, wire pulling, circuit trouble shooting;
- Performs minor repairs to doors, locks, safety and security hardware, cabinets, office furniture, etc.;
- Performs set-ups and take-downs of tables, seating and equipment as needed;
- Reports any unusual occurrences to supervisors;
- Assists in assigning duties to event aides;
- Inspects and performs follow-up on assigned tasks;
- Performs maintenance work requests as needed;
- Performs other duties as assigned.

Required Qualifications:

- Willingness to work with an ethnically diverse and culturally pluralistic student body and staff;
- Ability to lift a minimum of 70 pounds;
- Proven organizational, interpersonal, and communication skills;
- Knowledge in proper use, care, operation, and safety procedures of power hand tools, saws, grinders, drills, etc.;
- Mechanical aptitude and background in at least one of the maintenance fields;
- Computer experience preferred.

Closing Date: Review of applications will begin on January 18th 2019 and continue until the position is filled; however, the position may close when an adequate number of qualified applications are received. You may print an application from our website: www.calstatela.edu/usu/employment or visit our office in the University-Student Union room 306. A completed application is required.