



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

STUDENT ENGAGEMENT ASSISTANT

Hourly Rate: \$12.00 per hour; non-exempt classification
Work Schedule: Up to 20 hours per week, hours to be arranged.
Training Period: Two months, with possibility of extension.

General Statement:

Under the supervision of the Student Engagement Coordinator(s), the Student Engagement Assistant is responsible for the planning, execution, and evaluation of programs and events, maintaining files and calendars, assisting with logistics of events scheduled through the Center for Student Involvement..

Specific Duties and Responsibilities:

- Plans, develops, executes, and evaluates multiple unique and serial programs and events geared towards health, wellness, service, off-campus trips, art-related, or general entertainment & music themed programs and events, sometimes in conjunction with other departments and student organizations, for the University Student Union and campus community.
- Assists in identifying possible co-sponsors (university and/or corporate) for events and activities.
- Collaborate and network with on-campus academic departments and student organizations to identify and coordinate possible co-sponsorships and collaborative programming opportunities.
- Responsible for the recruitment and development of the GEEK volunteer program
- Collaborates with other CSI and U-SU programmers to develop, execute, and staff programs, events, and leadership development initiatives as assigned.
- Maintains program files, CSI event calendar, and social media accounts
- Attends CSI staff meetings, U-SU training sessions, and other meetings/events as required by the supervisor.
- Responsible for general office maintenance and upkeep.
- Coordinates various aspects of special programs and events (to include, but limited to: facility and equipment reservation, staffing, promotion, evaluation, and hospitality), in conjunction with the Student Engagement Coordinator(s); and Performs other duties as assigned.

Required Qualifications:

- Willingness to work with an ethnically diverse and culturally pluralistic student body and staff;
- Strong written and oral communication skills;
- Strong interpersonal and group communication skills;
- Ability to work as a fully productive and supportive member of a team required;
- Demonstrated positive and supportive attitude required;
- Strong organizational skills;
- Computer word processing experience preferred.

Closing Date: Review of applications will begin on Wednesday, January 2, 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.org/usu/employment or visit our office in the University-Student Union room 306. A completed application is required.