



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

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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 Organization & Leadership Development 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 Senior Student Development Coordinator and the Fraternity and Sorority Life Coordinator, the Student Organization & Leadership Development Assistant is responsible for the planning, execution, and evaluation of leadership and fraternity/sorority programs, facilitating educational programs, maintaining files and calendars. Additional responsibilities of this position include assisting in the development of policies, procedures, and resources that benefit the student organization community including fraternity/sorority life; and interacting with members of the university to promote and enhance the experience for students in the community and assisting with logistics of events scheduled through the Center for Student Involvement.

Specific Duties and Responsibilities:

- Responsible for assisting with the development and implementation of leadership and education programs for the student organization community, fraternities/sororities, and the Cal State LA student body which include but are not limited to retreats, recognition events, educational workshops, and meetings.
- Researches and solicits prospective speakers/ lecturers, programs, events, policies and initiatives to help further promote the mission of the Center for Student Involvement and the University-Student Union;
- Assist in the planning and implementation of leadership programs;
- Develops resources to aid in the success of the student organization community;
- Develops specific marketing and promotional campaigns to foster an increase in program attendance and outreach;
- Conducts ongoing research assessing campus needs regarding programming;
- Attends CSI staff meetings, U-SU training sessions, and other meetings/events as required by the supervisor;
- Performs other duties as assigned.

Required Qualifications:

- Willingness to work with fraternities and sororities;
- Willingness to work with an ethnically diverse and culturally pluralistic student body and staff;
- Strong oral communication skills required;
- Strong interpersonal and group communication skills used in a team environment;
- Knowledge and understanding of social media platforms;
- Strong organizational skills; and experience with MsWord, and MsExcel preferred.

Closing Date: Review of applications will begin on Wednesday, January 7, 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.