



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

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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

Administration Office Aide

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 Assistant to the Executive Director, the Administration Office Aide is responsible for assisting with daily functions of the reception area of the University-Student Union Administration office.

Specific Duties and Responsibilities:

- Provides excellent customer service to all guests of the University- Student Union
- Provides information to about the University-Student Union and the University
- Receives and screens telephone calls and walk-in inquiries
- Receives, reviews, and maintains employment applications
- Distributes biweekly payroll
- Assists with processing paperwork for club banking
- Processes cash sales transactions accurately
- Sorts and distributes mail
- Works with established computer programs including Word, Excel, Outlook, and Access
- Responsible for understanding employment policies and practices of the University-Student Union
- Aids the Assistant to the Executive Director with special projects as needed
- Performs a variety of general office tasks including typing, filing, copying, scanning, scheduling, etc.
- Performs other duties as assigned

Required Qualifications:

- Willingness to work with an ethnically diverse and culturally pluralistic student body and staff
- Proven ability to maintain confidential information
- Proven leadership and organizational skills
- Must be detailed oriented, self-motivated, and possess strong initiative
- Ability to effectively communicate both verbally and in writing
- Ability to effectively coordinate multiple tasks and adhere to deadlines
- Ability to adhere to work policies and practices, follow directions, use time effectively and productively
- Proficiency in Microsoft Word, Excel, and PowerPoint required
- Knowledge of Access database required

Closing Date: Review of applications will begin on Thursday, November 23, 2018 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 and deliver to the University-Student Union room 306. A completed application is required.