



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
Administrative Services Attendant
Level II

Hourly Rate: \$11.00 - \$12.50 per hour; non-exempt classification

Work Schedule: Up to 20 hours per week. Hours to be arranged.

Training Period: Two month, with possibility of extension.

General Statement:

Under the supervision of the Administrative Services Coordinator, the Administrative Services Attendant acts as receptionist and has primary responsibility for department counter work.

Specific Duties and Responsibilities:

- Provides excellent customer service to the university community
- Provides information about the University-Student Union and the University to the campus community
- Keeps Administrative Services Coordinator informed of any departmental/operational needs
- Receives and screens telephone calls and walk-in inquiries
- Distributes monthly employee payroll and business office forms as needed
- Receives, reviews, and maintains incoming job applications
- Provides light clerical duties
- Assists staff members with projects as needed
- Assists with staffing for special events (i.e. Mardi Gras, etc.)
- Accurately and efficiently completes all sales transactions and maintains proper care cash accountability at registers and counter
- Maintains an awareness of all University-Student Union and University activities
- Ensures reception area is tidy
- Performs other duties as assigned

Required Qualifications:

- Willingness to work with an ethnically diverse and culturally pluralistic student body and staff
- Experience with customer service principles and practices
- Proven ability to work independently
- Proven organizational skills
- Effective written and oral communication skills
- Proven interpersonal skills
- Proficiency in Microsoft Office (Word, Excel, PowerPoint) required
- Ability to answer multi-line phones

Closing Date: Review of applications will begin on Friday, September 8, 2017 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: <http://www.calstatelaus.edu/employment> and deliver to the U-SU Administration Office Room 306. A completed application is required.