



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**

### **Event Services Aide**

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

#### **General Statement:**

Under the supervision of the Event Services Coordinator, the Event Services Aide is responsible for technical needs related to the Operations Department and University-Student Union programs/events. General duties include set-up and breakdown of audio/visual and other equipment needs related to Operations Department and University-Student Union programs/events.

#### **Specific Duties and Responsibilities:**

- Responsible for set-ups and break-downs of student union equipment
- Performs set-ups and break-downs of tables, seating and a/v equipment
- as needed
- Assist in staffing special events (i.e. Mardi Gras, Spring Fest, etc.)
- Responsible for reading and planning daily work based on information extracted from operation reports
- Perform set-up and break-down of risers platforms
- Attend to and report on events as scheduled
- Inspects and performs follow-up on assigned tasks
- Performs carpet cleaning as needed and directed
- Performs stripping and waxing as needed and directed
- Performs minor electrical repairs on audio-visual equipment
- Reports any unusual occurrences to supervisors
- Enforces Union policy and operating procedures
- 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
- Ability to work without direct supervision
- Ability to adapt to daily operational changes
- Strong organizational, interpersonal, and communication skills
- Customer service experience preferred
- Computer experience preferred

**Closing Date:** Review of applications will begin on **October 19, 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.org/usu/employment](http://www.calstatela.org/usu/employment) or visit our office in the University-Student Union room 306. A completed application is required.