



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 Information & Event Services 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 Information & Event Services Coordinator, the Information & Event Services Aide supports the effective scheduling of University-Student Union facilities, and performs light clerical tasks of a responsible and difficult nature in support of the Information & Event Services Department.

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

- Provides exemplary customer service to the university community
- Provides information and referrals about the University-Student Union and the University to the campus community.
- Keeps informed about the daily Union and University activities and events
- Receives and screens telephone calls and walk in inquiries for general information and events
- Assists office staff with the effective scheduling of events, including light clerical work and checking availability using computerized reservations system
- Maintains complete files of all reservations
- Aids Information & Event Services Student Department with projects as needed
- Performs other duties as assigned

### **Required Qualifications:**

- Willingness to work with an ethnically diverse and culturally pluralistic student body and staff;
- Willingness to be enthusiastic and provide exemplary customer service
- Proven interpersonal communication and organizational skills
- Working knowledge of Microsoft Excel and Word preferred, will train
- Ability to answer multi line phones
- Ability to handle a high volume of walk-in customers
- Previous office experience preferred

**Closing Date:** Review of applications will begin on **February 1, 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](http://www.calstatela.org/usu/employment) or visit our office in the University-Student Union room 306. A completed application is required.