



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

Maintenance Aide

Student Assistant Level II

Hourly Rate: \$10.50 - \$12.25 per hour; non-exempt classification

Work Schedule: Up to 20 hours per week as developed with the Building Operations Manager

Training Period: One month, with possibility of extension.

General Statement:

The Maintenance Aide assists the Building Operations Department in the general upkeep, repair, and maintenance of the University-Student Union facility.

Specific Duties and Responsibilities:

- Performs basic tasks (non-skilled) in the fields of carpentry, ceiling tile repair, wall repair, framing, demolition, and interior construction/repair work;
- Performs minor repairs on plumbing systems;
- Performs minor electrical repairs on circuits, small appliances and audio-visual equipment;
- General knowledge in installation of surface conduit, wire pulling, fixtures trouble shooting;
- Performs minor repairs to doors, locks, safety and security hardware, cabinets, office furniture, etc;
- Performs set-ups and take-downs of tables, seating and equipment as needed;
- 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;
- Proven organizational, interpersonal, and communication skills;
- Knowledge in proper use, care, operation, and safety procedures of power hand tools, saws, grinders, drills, etc.;
- Mechanical aptitude and background in at least one of the maintenance fields;
- Computer experience preferred;

Closing Date: Review of applications will begin on Friday, December 16, 2016 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 or visit our Administration Office in U-SU Room 306. A completed application is required.