



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

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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 **Office Aide CSI**

- Hourly Rate:** \$12.00 per hour; non-exempt classification
Work Schedule: Up to 20 hours per week as developed with the Associate Director, Center for Student Involvement (CSI) contingent upon operational need, academic scheduling, etc.
Training Period: Two months, with possibility of extension.

General Statement:

Under the supervision of the Associate Director, CSI, the Office Aide supports the daily operation of the CSI, and assists with aspects of campus student organizations, leadership initiatives, and programming.

Specific Duties and Responsibilities:

- Provide assertive customer service to the university community
- Provides information about the Center for Student Involvement, the University-Student Union, and the University to the campus community.
- Assists with student organization registration
- Keeps informed about the daily Union and University to campus community
- Receives and screens telephone calls and walk in inquiries
- Provides light clerical duties for the Center for Student Involvement
- Assists in maintaining student organization files
- Monitors the Leadership Library and facilities check out and return of material
- Assists student organizations with computers
- Assists with mailings to students organizations, student leaders, faculty advisors
- Aids other staff members with projects as needed
- Assists in monitoring supplies for the Center for Student Involvement
- Performs other duties as assigned.

Required Qualifications:

- Willingness to work with ethnically diverse and culturally pluralistic student body and staff
- Willingness to be enthusiastic and provide assertive customer service
- Strong interpersonal and group communication skills
- Experience with working with computer, word processing, and data entry preferred
- Typing and/or word processing skills preferred
- Ability to answer multi-line phones
- Ability to handle high volume of walk-in customers.

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 or visit our office in the University-Student Union room 306. A completed application is required.