



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 Xtreme Fitness Membership Attendant

Work Schedule: Up to 20 hours per week, to be arranged by the Fitness Coordinator, contingent upon operational need, academic scheduling, etc.

Training Period: Two months, with possibility of extension.

General Statement:

The Xtreme Fitness Membership Attendant assists with the effective operation of Xtreme Fitness.

Specific Duties and Responsibilities:

- Provides exemplary customer service to the University community.
- Receives and screens a high volume of telephone and walk-in inquiries.
- Handles cash payments, cash drops, and responsible for accurate cash control.
- Enter member information in database.
- Register members for Xtreme Fitness classes.
- Provide information to members about programs, policies and procedures.
- 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 demonstrate effective organizational skills
- Ability to answer multi line phones.
- Ability to handle a high volume of walk-in customers.
- Experience working in a hands-on customer service environment Preferred.
- American Red Cross APR and First Aid Certification preferred.

Closing Date: Review of applications will begin on **May 17, 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.