Employment Opportunity

Student Assistant, Level II [Administrative Support]

RECRUITMENT ID: N002

CLASSIFICATION: Student Assistant

DEPARTMENT: National Center on Deafness

CONTACT: Gary Sanderson, gary.sanderson@csun.edu

SALARY/TIMEBASE: $8.00-15.20 hour/part-time (Hiring Range: up to $11/hour)

GENERAL INFORMATION: Hours to be determined, up to 12 hours per week, normally 8:00am-5:00pm, M-F. Contact Gary Sanderson gary.sanderson@csun.edu for more information.

Duties:

Assists with the planning, marketing and logistical support of special projects including the summer institute, special events and workshops. Develop and utilize a marketing plan, PR list, participant spreadsheets etc. Assist with evaluation and evaluative reports. Accepts work as assigned.

Qualifications:

Any combination of work experience that shows proficiency in general office skills and administrative support.

Knowledge, Specialized Skills and Abilities:

Ability to use a variety of computer programs such as Excel, Outlook, Word, or Publisher. Ability to follow through on projects. Detail oriented. Sign language ability preferred.

Initial review begins January 23, 2008 and will continue until position is filled. Submit a completed Employment Application to the National Center on Deafness [NCOD].