Employment Opportunity

Front Desk Reception Student Assistant, Level I

RECRUITMENT ID: N003
CLASSIFICATION: Front Desk Reception Student Assistant
DEPARTMENT: National Center on Deafness
CONTACT: Gabriel Lopez, gabriel.lopez@csun.edu
SALARY/TIMEBASE: $8.00-10.50 hour/part-time (Hiring Range: up to $9/hour)
GENERAL INFORMATION: Hours are intermittent, up to 15 hours per week, 8:00am-5:00pm, M-F.

Duties:
Under immediate supervision, assist front desk personnel in greeting and assisting visitors, answering telephone and/or TTY calls, resolving and/or referring issues as needed; Schedule appointments for Academic Advisors, Coordinators, and other staff; Serve as back up support for dispatch personnel; Conduct computerized information processing tasks such as electronic mail processing, data entry and retrieval, and other special requests and duties as assigned; Perform general clerical tasks such as word processing, typing, filing, and duplicating; Other duties as assigned by supervisor.

Qualifications:
Must be currently enrolled at CSUN. Be knowledgeable with usual office equipment and the proper use, American Sign Language skills preferred.

Knowledge, Specialized Skills and Abilities:
Knowledge of Microsoft based software utilization, specifically MS Word, Excel, Outlook, and Access; ability to establish and maintain effective working relationships with students, staff, and faculty; communicate clearly and effectively; demonstrate excellent organizational skills; and work in a multi-cultural environment.

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

1/15/2008