Employment Opportunity

Resource Center Student Assistant, Level I

RECRUITMENT ID: N006
CLASSIFICATION: Student Assistant I
DEPARTMENT: National Center on Deafness
CONTACT: Anthony Ivankovic, anthony.ivankovic@csun.edu
SALARY/TIMEBASE: $8.00-10.50 hour/part-time (Hiring Range: up to $9/hour)

GENERAL INFORMATION: Hours are intermittent, up to 20 hours per week, 9:00am-4:30pm, M-F [during academic session], up to 30 hours per week, 9:00am-3:00pm M-Th [during non-academic sessions].

Duties:

Under general supervision, perform library-related duties at the NCOD Resource Center, i.e. monitor resource [books, videotapes, and DVD] loans and categorize resources on shelves. Assist patrons with various resource center needs [videotaping, computer use, and searching for resources]. Process and handle shipping of products ordered online. Update and maintain the activities and events bulletin board. Complete all assigned paperwork accurately. Perform additional related duties as needed.

Qualifications:

Must be currently enrolled at CSUN. Possess knowledge of campus library systems and people skills. Applicants must complete an application for employment and submit an unofficial academic transcript. American Sign Language skills preferred.

Knowledge, Specialized Skills and Abilities:

Knowledge of VCR/DVD player operations; knowledge of Microsoft based software utilization, specifically MS Word and Excel; 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 December 1, 2008 and will continue until positions are filled. Submit a completed Employment Application to the National Center on Deafness [NCOD].