Employment Opportunity

Student Assistant, Level II [Administrative Support]

RECRUITMENT ID: N007
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 marketing, registration, and logistical support of NCOD’s Sign n’ Run and Summer Institute. Develop and utilize a marketing plan, PR list, participant spreadsheets, etc. Assist with evaluation and evaluative reports. Accepts related work as assigned.

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

Knowledge, Specialized Skills and Abilities:
Ability to use a variety of computer programs for registration and finances such as Excel, Outlook, Word, or Publisher. Ability to follow through on projects. Detail oriented. Sign language ability strongly preferred.

Initial review begins February 20, 2009 and will continue until position is filled. Submit a completed Employment Application to the National Center on Deafness [NCOD].