Employment Opportunity

Student Assistant [Administrative Support] - Level II

RECRUITMENT ID: N009
CLASSIFICATION: Student Assistant II
DEPARTMENT: National Center on Deafness
CONTACT: Roz Rosen, roz.rosen@csun.edu
SALARY/TIMEBASE: $9.14 to $12.79 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.

Job Requirements/Duties:

Under general supervision, assists with the marketing, registration, and logistical support for NCOD’s Sign n’ Run and Summer Institute. Develop and utilize a marketing plan, PR list, participant spreadsheets, registrations, financial information and contact database. Serve as a member of the planning and implementation committee. Assists 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, administrative support, and computer skills. Effective interpersonal and teamwork skills; conversant in American Sign Language and English.

Knowledge, Specialized Skills and Abilities:

Ability to use Windows XP, MS Office (Word, Excel, Access, PowerPoint, and Outlook), and the campus Web PORTAL. Ability to follow through on projects. Detail oriented.

Initial review begins February 12, 2009 and will continue until position is filled. Submit a completed Employment Application and an unofficial academic transcript to the National Center on Deafness [NCOD].

1/29/2010