Employment Opportunity

Student Assistant – Level II

RECRUITMENT ID: N015
CLASSIFICATION: Student Assistant II
DEPARTMENT: National Center on Deafness
CONTACT: Aileen Rolon, aileen.rolon@csun.edu
SALARY/TIMEBASE: $9.14 - $12.79 hour/part-time
GENERAL INFORMATION: Hours to be determined, up to 8 hours per week, between 8am-5pm, M-F.

Job Requirements/Duties:

Under general supervision, provides clerical support in the National Center on Deafness Student Services office, assists in communicating with the prospective students, their parents, and visitors; assists in developing a data base list of schools and programs for deaf and hard of hearing students; prepares materials, filling and duplicating; assisting with scheduling events, registration day, and performs other duties as assigned.

Qualifications:

Any combination of work experience that shows proficiency in general office, computer skills, and ability to work with a diverse population. Effective interpersonal and teamwork skills; fluent in American Sign Language and English. To serve as a student assistant, a person must be enrolled at California State University, Northridge and be regularly attending classes during the semester of appointment. Undergraduates must be enrolled for at least 6 units and graduates need to be enrolled for at least 4 units in graduate-level courses. Students may not hold both a student position and a non-student position concurrently.

Knowledge, Specialized Skills and Abilities:

Knowledge of Microsoft-based software and applications such as Excel, Outlook, Word, and Publisher. Ability to establish and maintain effective working relationships with students, staff, and faculty; communicate clearly and effectively; follow through on projects; detailed oriented; and work in a multi-cultural environment.

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