COMMUNITY CENTER/LEARNING CENTER
ASSISTANT APPLICATION (Multiple Positions)

Position Description
The purpose of the Community Center Assistant/Learning Center Assistant positions is to be a resource for all residents, staff, and visitors to our buildings. We provide a service-oriented atmosphere where everyone should feel comfortable asking for assistance. We also provide security, safety, and event assistance for the residence hall community.

Community Center Assistants (CCA) and Learning Center Assistants (LCA) are asked to fulfill the responsibilities described below.

Responsibilities
• Provide security for the Community Center/Learning Center
  o Carefully monitor entrances to the building
  o Check identification of all persons entering the building to ensure only building residents, guests, and authorized staff is gaining access to the building
  o Manage equipment check-out
  o Document incidents as necessary
  o Monitor and report security and safety issues
• Serve as an ambassador and customer service representative for CSUN Student Housing
• Serve as an information source for residents and guests on Student Housing services and policies, and general university information. Refer inquiries to the proper university office as needed
• Maintain records of transactions and services provided
• Answer the phone and provide assistance as needed
• Support events and programs that take place in the Center.
• Provide assistance to the Senior Community Directors and Assistant Community Directors with clerical tasks and other projects
• Other duties as assigned

Qualifications:
• Work experience in a related area or transferable skills from previous employment
• Good academic standing and meet departmental GPA requirements for student employment: 2.5 cumulative
• Good disciplinary standing with university
• Ability to work in a fast-paced environment

Compensation:
CCAs/LCAs are provided an $10.50 hourly rate. Hours will include both time spent at the desk and mandatory meetings

Application Process:
Community Center Assistant/Learning Center Assistant candidates are required to fill out a job application when jobs are available. Interviews will be offered accordingly

If you have questions regarding these positions, please contact Steph Kaneen (steph.kaneen@csun.edu) or Michele Davis (michele.davis@csun.edu).