

## Employment Opportunity

### Student Assistant – Level II

<b>RECRUITMENT ID:</b>	N044
<b>CLASSIFICATION:</b>	Student Assistant II
<b>DEPARTMENT:</b>	National Center on Deafness
<b>CONTACT:</b>	Matthew Reinig, <a href="mailto:matthew.reinig@csun.edu">matthew.reinig@csun.edu</a>
<b>SALARY/TIMEBASE:</b>	\$11.50/hour, part-time
<b>GENERAL INFORMATION:</b>	Hours to be determined, up to 10 hours per week, between 8am-5pm, M-F.

#### Job Requirements/Duties:

Under general supervision, provide clerical support in the National Center on Deafness Student Services unit, assists in communicating with prospective students, their parents, and visitors (including tours); assists in developing and maintaining a database list of schools and programs for deaf and hard of hearing students; prepares materials, filling and duplicating; assisting with scheduling events, and registration days; involved in supervisor-led projects 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 community; communicate clearly and effectively; follow through on projects; detailed oriented.

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