Student Job Title: Office of the VP Student Assistant
Contact: Celene Valenzuela (celene.valenzuela@csun.edu)
Office: Information Technology
Starting Rate: $13.15
Hours: 20 hrs/week

Job Requirements/Duties:
Under supervision of Executive Assistant to the Vice President for Information Technology, the student assistant will provide a full range of general office and clerical support of moderate to complex scope involving the use of judgment and discretion.

Thorough knowledge of correct English grammar, spelling, and punctuation; knowledge of office methods, procedures, and practices. Ability to operate standard office machines, computers, and software such as Microsoft Word and Excel. Dependability is a must.

The assistant will also coordinate and execute various communication projects, including design and print of publications and promotional materials (e.g. newsletters, brochures, event flyers and end-user documentation).

Qualifications:
The applicant should have experience working in an office setting along with excellent writing, revising and editing skills.

Experience with the following is required:

- Microsoft Office: Word, Excel, and Outlook

Experience with the following is preferred:

- Photoshop
- InDesign

Complete the IT Student Employment Application to apply for this position.

4/19/17