ABOUT EOP: The Educational Opportunity Programs (EOP) at CSUN designs, administers, and supports programs that deliver access and retention services to historically low-income, educationally disadvantaged, first-generation college students; a population that not only reflects the diversity of CSUN’s feeder communities but also the diversity of the University itself.

CLASSIFICATION: Student Office Aide I

WORKING TITLE: Student Assistant

SALARY: $9.00 hr.

DUTIES:

• Front desk responsibilities such as: Answering and screening phone calls. Greet, screen and assists guests. Answers inquiries and make referrals to other departments and programs.
• Administrative tasks such as: Photocopying, delivery, errands, mailing projects, tracking inventory and other.
• Compile, input and archive selected confidential student data for the Educational Opportunity Programs.
• Assists in organizing and staffing of special events, workshops, tours, etc.
• Assist with daily upkeep of EOP office: computer lab, workroom and designated desk area.
• Must maintain good attendance and punctuality.
• Perform other duties as assigned

QUALIFICATIONS:

• Applicants must be in a good academic standing (i.e., not on probation)
• Office experience preferred, not required
• Undergraduates preferred, not required
• Bridge Alumni preferred, not required
• Must be ready to work in fast pace working environment and able to multi-task
• Ability to work as a team member
• Reliable, be able to understand the importance of communication
• Be able to adapt to last minute changes
• Demonstrate EOP Values: Respect, Responsibility, good attitude and Maturity

HOURS:
Up to 20 hours a week - Occasional evenings and weekends may be required.

HOW TO APPLY: Please submit application in person to University Hall 205.

APPLICATION DEADLINE: July 10, 2015

FOR MORE INFORMATION CONTACT: 818-677-4151
California State University, Northridge
Educational Opportunity Programs

Office Assistant Application

Name ___________________________ CSUN ID# ___________________________

Permanent Address ___________________________ City/Zip ___________________________

Phone# ___________________________ Cell/Message ___________________________

Major ___________________________ Class level: [ ] FR [ ] SO [ ] JR [ ] SR

Do you receive work study? Yes [ ] No [ ] If yes, how much money will you earn $ ____________

RELATED QUALIFICATIONS:
Indicate any skills and abilities that you possess that are related to the requirements of the position for which you are applying.

Typing ______ wpm What computer software can you operate: ___________________________

Office Equipment: ___________________________

Other related skills, knowledge or abilities: ___________________________

EMPLOYMENT HISTORY:
Attach resume or list all previous employment. Include relevant volunteer experience. List your most recent employment first.

From _______ To _______ Name of Employer: ___________________________

Address ___________________________ City ___________________________

Name/ title of immediate supervisor ___________________________ Phone #: ___________________________

Reason for leaving: ___________________________ Duties and responsibilities: ___________________________

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From _______ To _______ Name of Employer: ___________________________

Address ___________________________ City ___________________________

Name/ title of immediate supervisor ___________________________ Phone #: ___________________________

Reason for leaving: ___________________________ Duties and responsibilities: ___________________________

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REFERENCES: (You cannot use EOP Central staff as references)

Name: ___________________________ Phone # ___________________________ Known for how long? ___________
Address ___________________________________________________ City/Zip ______________________________

Name: ___________________________ Phone # ___________________________ Known for how long? ___________
Address ___________________________________________________ City/Zip ______________________________

IN CASE OF EMERGENCY, PLEASE NOTIFY:

Name ___________________________ Phone# ___________________________ Relationship ______________________

AVAILABILITY: (Please indicate what hours you’re available)

Monday ___________________________ Tuesday ___________________________ Wednesday _______________________ 
Thursday ___________________________ Friday ___________________________

Please respond to the prompt below in a one-page document that should be stapled to the back of this application:

In a one-page document, please describe why you would be a good addition to the program and how you would contribute to our program’s success. Also include your experience related to EOP and what made you decide to apply for the position.

A completed application will include the following:

- □ EOP Application
- □ One Page Prompt Response
- □ Class Schedule

In signing below, you are giving the program the authority to secure transcripts of your college/university course work, and to verify qualifications through referral calls.

Signature ___________________________ Date ____________________

For Office Use Only

Position: ___________________________
Department ID: ______________________ Salary: ________ Class: __________ Step: __________
Supervisor: _________________________ Start Date: ____________ Termination: ____________
Notes: ________________________________________________________________________________