Position Title: Student Assistant-Real Food Challenge

Skills and Qualifications:
- Self-motivation and high level of responsibility to complete tasks in a timely manner
- Strong verbal and written communications skills
- Developed research skills
- Strong computer skills especially with Microsoft Office, Outlook, and internet research
- Must possess a professional demeanor

Position Description:
- Utilize the Real Food Calculator (or equivalent) guidelines to research and analyze food inventory purchased at CSUN Dining units.
- Research purchasing practices at other colleges and universities

Duties include:
- Review foodservice invoices, research and analyze items purchased, and data input
- Retrieve documents in electronic filing system
- Report on status of research activities
- Monitor and respond to emails
- Contact and follow up with vendors
- Contact and follow up with Real Food Challenge field representative
- Back up for front desk, opening and sorting mail; mailing checks
- Perform other duties as assigned

Pay rate: Undergraduate Students - $13.25/hr, Graduate Students - $14.25/hr

Please e-mail resumes to karina.ward@csun.edu