

## Position Description

**Department:** Associated Students Children's Center

**Job Title:** Graduate Assistant

**Position Overview:** The AS CSUN Children's Center Graduate Assistant works alongside the Director and administrators within the center to support the day-to-day operations of the program. This position necessitates considerable discretion in judgement and decision-making to ensure children/family/staff confidentiality. Liaising with government entities to stay up to date with arising issues, changes, initiatives, and opportunities may be required. Maintaining program records and inputting data entry as needed. The Graduate Assistant will also support the center to ensure operations comply with county, State, and California State University, Northridge, health and safety standards and program quality standards; and performs related work as required.

**Duties:**

- Supports the Director to create scheduling changes as needed to ensure adult-child ratios are maintained throughout the day.
- Supports the organization of parent- teacher conferences and the parent advisory committee.
- Assists with writing and editing center documents, reports, emails, manuals, and applications.
- Supports the recruitment, orientation, supervision and performance appraisals of student employees.
- Assists with ordering center supplies and materials and ensuring a system to track and organize resources.
- Event planning including but not limited to: The Week of The Young Child, Family Heritage Day, Pajama Day, Earth day, etc.
- Attend and participate in professional development opportunities including workshops, conferences, and seminars.
- Assists in promoting and hosting activities campus wide.
- Acts as a liaison with Community Care Licensing, Public Health, California Department of Education, Child and Adult Food Program, California Department of Social Services, NAEYC, and other entities.
- Collaborates with other universities and organizations.

**Qualifications:**

- Must be currently enrolled as a CSUN Graduate Level student
- Must have TB Clearance, MMR, and TDAP immunizations prior to start date
- Must pass background check and live scan clearance
- Enjoys working with children ages 18 months – 5 years of age
- Lift up to 30 pounds unassisted using proper lift techniques
- Commit to a regular schedule and be punctual in the observance of that schedule
- Enthusiastic, self-motivated, and creative self-starter; ability to take initiative
- Excellent written and oral communication skills
- Ability to plan, organize, and coordinate multiple assignments and projects
- Strong organizational, team work, time management, and interpersonal skills
- Ability to coordinate the work of student assistants and/or volunteers
- Possession of strong communication/listening skills to interface with a variety of entities
- Have substantial experience with writing and editing
- Knowledgeable in Microsoft Outlook, Word, Excel, and Zoom

**Location:** AS CSUN Children's Center

**Hours:** Up to 20 hours per week during the academic semester. Additional hours may be scheduled during the summer, interim, and other break periods based on department need and budget availability. Work schedule to be determined by Director.

**Classification:** IV

**Salary Range:** \$16.50-\$19.00/hour

**Desired Major(s):** Early Childhood Education, Educational Psychology & Counseling, and Child Development majors preferred

**Desired Class Level(s):** Graduate Students

Associated Students, California State University, Northridge, Inc. (A.S.) is proud to operate on the California State University, Northridge (CSUN) campus serving students. As part of the campus community, A.S. follows the California State University (CSU) policy that requires all faculty, staff and students who are accessing campus facilities at any university location to be immunized (aka vaccinated) against the virus that causes COVID-19. The policy does allow for medical or religious exemption from the immunization requirement. A.S. requires all of its employees to be fully vaccinated against COVID-19, or present a medical or religious exemption and any appropriate back up documentation. Fully vaccinated is defined as having the last immunization shot at least 14 days prior to the date being evaluated. Current and new employees of A.S. are required to adhere to this policy by September 30, 2021 and remain in adherence after that date.

*Note: A Live Scan and background check (including a criminal records check) must be completed satisfactorily before a candidate can start working. Failure to satisfactorily complete the background check may affect the application status of applicants or continued employment of current AS employees who apply for the position.*