

# Department of Accounting & Information Systems

## Job Description Student Office Assistant Estimated Start Date November 1, 2020

### Responsibilities:

- Provide direct professional assistance to the Department Chair, Administrative Coordinator and Graduate Program Director and Coordinator.

### The duties include:

- Greet all visitors warmly, politely and professionally
- Assist with administrative work as needed; this may include maintaining spreadsheets; filing documents, assist in research and data collection, copying or scanning documents etc.
- Assist in running on- or off-campus errands as needed
- Available for regularly scheduled in-service training and staff meetings (mandatory)
- Other duties as assigned

### Student assistants must exhibit:

- Effective, positive and clear face-to-face and phone communication
- Solid independent and collaborative work ethics
- Multi-tasking capabilities (e.g. handle large volumes of phone/walk-in inquiries)
- Responsible, dependable and punctual behaviors

### Qualifications:

- Be a full time enrolled undergraduate student at CSUN.
- Ability to handle a variety of responsibilities and switch gears on short notice.
- Have a helpful, friendly, calming and positive disposition; be service oriented.
- Basic computer skills, MS Office experience, and strong organizational skills.
- Professional demeanor in attitude and dress.
- Maintain confidentiality with regards to all student, staff, scholar or faculty records or other information

### To Apply:

Send the following to the Department's Administrative Coordinator, Jaime Blechman at [jaime.blechman@csun.edu](mailto:jaime.blechman@csun.edu) by 5:00 pm on Monday, October 8, 2020.

### Required:

- Cover letter, Resume, Minimum One Letter of Recommendation, and Schedule of Availability.