The Learning Resource Center serves students needing assistance in courses or desiring to improve skills such as reading, writing, note taking, test taking and study strategies — skills necessary for effective university-level learning. The Center also provides services that support, supplement and enrich the University’s regular academic curriculum.

In a fast-paced environment, Learning Resource Center student assistants are our initial contact with the University community. They greet and direct visitors, answer busy phones, schedule appointments, maintain databases and perform general office work and other duties as assigned.

QUALIFICATIONS
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 and walk-in inquiries)
- Responsible, dependable and punctual behaviors
- Basic computer familiarity
- Professional demeanor in attitude and dress

PREREQUISITES TO EMPLOYMENT
- Enrollment at CSUN (minimum 6 units)
- Available for regularly scheduled in-service training and staff meetings (mandatory)

SALARY
- Starting at $14.00 per hour

HIRING PROCESS
- FALL: Interviews start in Mid July
- SPRING: Interviews start in Early January

To apply, submit an application via mail or through email:

Flor Alas, LRC Assistant Coordinator
University Library 300 East Wing, Mail Code 8325
Email: flor.alas@csun.edu
Phone: (818) 677-2033
**EMPLOYMENT APPLICATION**

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

**OFFICE SKILLS**

**OFFICE EQUIPMENT**

**OTHER RELATED SKILLS, KNOWLEDGE OR ABILITIES (INCLUDING LANGUAGE SKILLS)**

A work-study award is preferable, but not required for employment

- Have you been awarded work-study funds?  Yes [ ]  No [ ]

- If yes, how much per semester? __________________________

How many hours of work per week are you seeking? __________________________

Please list your availability for each day below

- MONDAY________________________
- TUESDAY________________________
- WEDNESDAY_______________________
- THURSDAY________________________
- FRIDAY__________________________
**EMPLOYMENT HISTORY:** List all previous employment. Include military experience and relevant volunteer experience. List your most recent employment first.

May we contact your present employer?  Yes [ ] No [ ]  May we contact your previous employers?  Yes [ ] No [ ]

If you are considered as a final candidate, your present employer and any relevant previous employer will be contacted for references.

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**DUTIES AND RESPONSIBILITIES**

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**DUTIES AND RESPONSIBILITIES**

I hereby certify that all statements made are true to the best of my knowledge and belief. I understand that my stated pre-employment qualifications are subject to investigation and I hereby authorize the Learning Resource Center to investigate any and all information on this application. I understand that any false statements appearing on any employment form will be sufficient cause for immediate dismissal.

SIGNATURE________________________________________ DATE____________________

**FOR OFFICIAL USE ONLY**

Interviewed By________________________ Date________________________ Date of Hire________________________