

JOB DESCRIPTION

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
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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

DATE APPLIED _____	POSITION APPLYING FOR _____
NAME _____	STUDENT ID _____
MAJOR _____	CLASS LEVEL _____
EMAIL _____	
PERMANENT ADDRESS _____	LOCAL ADDRESS _____
CITY/STATE _____	CITY/STATE _____
PHONE _____	CELL PHONE _____

RELATED QUALIFICATIONS

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)

WORK STUDY

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? _____

AVAILABILITY

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

NAME _____

POSITION APPLIED FOR _____

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.

FROM		POSITION HELD: _____	
TO		NAME OF EMPLOYER _____	
HOURS PER WEEK		ADDRESS _____	
STARTING SALARY	CITY	STATE	ZIP CODE
PER			
ENDING SALARY	NAME/TITLE OF SUPERVISOR	PHONE NUMBER	REASON FOR LEAVING
PER			

DUTIES AND RESPONSIBILITIES

FROM		POSITION HELD: _____	
TO		NAME OF EMPLOYER _____	
HOURS PER WEEK		ADDRESS _____	
STARTING SALARY	CITY	STATE	ZIP CODE
PER			
ENDING SALARY	NAME/TITLE OF SUPERVISOR	PHONE NUMBER	REASON FOR LEAVING
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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 _____