



Student Job Announcement

EOP Central Administration | Bayramian Hall 212 | 818-677-4151

ABOUT EOP: The Educational Opportunity Program (EOP) at CSUN designs, administers, and supports programs that deliver access and retention services to historically low-income, educationally disadvantaged, first-generation college students; a population that not only reflects the diversity of CSUN's feeder communities, but also the diversity of the University itself.

CLASSIFICATION: Student Office Aide I

WORKING TITLE: Student Assistant

SALARY: \$15 - \$17/ hourly (Depending on experience)

DUTIES:

Front Desk Responsibilities:

- Answer and screen phone calls, greet, screen, and assist guests, while maintaining professionalism at all times.
- Answer inquiries and make referrals to other departments and programs, as necessary.
- Make photocopies and deliveries, run errands, help with mail projects, assist with inventory tracking, and other projects as needed.
- Compile, input and archive selected confidential student data for the Educational Opportunity Programs.
- Assist in organizing and staffing of special events, workshops, tours, etc.
- Assist with daily up-keep of EOP office: computer lab, workroom and designated desk area.
- Serve as a mentor and role model to incoming and continuing students, as well as offer support to different units and EOP staff (EOP Central Administration, EOP Admissions, Transitional Programs, Faculty Mentor Program, EOP Resilient Scholars Program, and other EOP support programs).
- Perform other duties as assigned.

QUALIFICATIONS:

- Must maintain good attendance and punctuality.
- Office experience preferred, not required.
- Undergraduates preferred, not required.
- Bridge Alumni preferred, not required.
- Must be open to a variety of different work tasks and able to multi-task.
- Applicants must be in a good academic standing (i.e., not on probation).
- Ability to work well independently with little supervision, and be able to work as a team member.
- Must demonstrate maturity, responsibility, and reliability.

HOURS: Monday thru Friday, 8am to 6pm (Some evenings and weekends are required)

HOW TO APPLY: <https://www.surveymonkey.com/r/eopcentral-sa-app>

APPLICATION DEADLINE: May 20, 2022

FOR MORE INFORMATION CONTACT: 818-677-4151