Now Hiring

Front Office Student Assistant – Work Study

Job Description

The Front Office Student Assistant performs receptionist/clerical support work for the Department of Africana Studies. Assists and supports faculty and staff on special tasks and/or projects. Upholds a welcoming and hospitable environment for students, faculty, staff and visitors that visit the main office.

Qualifications

- Must be a CSUN Undergraduate Sophomore/Junior standing OR 1st year Graduate.
- Excellent customer service skills.
- Great phone etiquette.
- Strong writing, organization and problem solving skills.
- Ability to handle multiple tasks simultaneously.
- Excellent follow-up and follow-through skills.
- Ability to work effectively in team-oriented environments.
- Tech savvy, excellent computer skills and extensive experience with Microsoft Office, PowerPoint, Excel and Outlook.
- Must be eligible for Work-Study.
- Must be available to work up 20 hours per week.

Responsibilities

- Greet and assist students, faculty, staff and other visitors.
- Perform clerical duties such as printing, scanning, answering phone calls, respond to email inquiries, restock paper in the copier machines, create and post flyers on display cases, and other duties as needed.
- Sort and deliver mail to appropriate mailboxes.
- Monitor/stock office supplies in the mail room.
- Make deliveries to campus offices.
- Assist with the production of department events.
- Data entry and filing.
- Special projects as assigned.

Please send your resume and cover letter to:
laura.ontiveros@csun.edu and terri.lite@csun.edu

Department ID: 10174
Classification I: $12
Beginning: August 2019
Ending: May 2020
(Renewable: year to year)