



## Position Description

**Department:** Associated Students Technology Support

**Job Title:** Student Technology Assistant – Scripting and Task Automation Support

**Position Overview:**

Under general supervision of the AS Tech Support Manager, assists in application automation, reconfiguration, and support.

**Duties:**

- Assist with identifying routine tasks that can or should be automated in both local and cloud-hosted end-user applications.
- Assist with gathering end-user needs for application output and/or automation requirements.
- Write, test, and implement scripts to partially- or fully-automate tasks.
- Create, test, and publish online forms and workflows using various cloud-based applications.
- Write and update technical documentation.
- Assists with the maintenance of computer systems.
- Performs other related duties as assigned.

**Qualifications:**

- Must be currently enrolled as a CSUN student.
- Ability to write code in at least one scripting language such as Google Script (.gs), Powershell (.ps), Python, Ruby, Perl, or similar.
- Ability to demonstrate completed previous projects (personal or class projects OK) hosted on Github.io
- Working knowledge of online form and automation applications, such as Cognito Forms, Google Forms, Zapier, and/or Adobe Sign.
- Working knowledge of a cloud-based collaboration and automation tool set, such as Google Cloud Platform, Microsoft Azure, Amazon AWS, or similar.
- Ability to pay close attention to detail.
- Ability to carry up to 20 pounds.
- Ability to work without immediate supervision.
- Ability to work effectively in a multicultural environment.

**Location:** USU-100

**Hours:** up to 20 hours per week

**Classification:** III

**Salary Range:** \$16.00-\$17.50/hour

**Desired Major(s):** any, technology-related preferred (Computer Information Technology, Information Systems)

**Desired Class Level(s):** any, successful completion of CIT 182/L and/or IS 312 preferred.

Associated Students, California State University, Northridge, Inc. (A.S.) is proud to operate on the California State University, Northridge (CSUN) campus serving students. As part of the campus community, A.S. follows the California State University (CSU) policy that requires all faculty, staff and students who are accessing campus facilities at any university location to be immunized (aka vaccinated) against the virus that causes COVID-19. The policy does allow for medical or religious exemption from the immunization requirement.

A.S. requires all of its employees to be fully vaccinated against COVID-19, or present a medical or religious exemption and any appropriate back up documentation. Fully vaccinated is defined as having the last immunization shot at least 14 days prior to the date being evaluated. Current and new employees of A.S. are required to adhere to this policy by September 30, 2021 and remain in adherence after that date.

*Note: A background check (including a criminal records check) must be completed satisfactorily before any candidate can be offered a position with the AS. Failure to satisfactorily complete the background check may affect the application status of applicants or continued employment of current AS employees who apply for the position.*