

Job Title: Student Assistant – **Summer**

Place: CSUN Student Housing Operations
17950 Lassen St. Bldg. 13 room 103

Time Period 5/23 – 8/23/2020

Work schedule between 8:00am to 5:00pm Monday thru Friday (occasional Saturday/Sunday)

Wage: \$13.00 per hour

Send application or resume to barbara.besse@csun.edu

We are searching for an experienced Student Housing Assistant

Job Purpose:

Assist the office manager and perform general office duties including processing/tracking mail, answering phones, greeting customers, pick-up and distribute incoming mail to appropriate personnel, filing paperwork, and maintaining office equipment and supplies. Provide excellent customer service.

Essential Duties and Responsibilities:

- Perform clerical duties including word processing, document preparation and data entry using software such as MS Word, Excel and other designated systems/software (StarRez)
- Answer telephones, direct calls to the appropriate personnel and take messages
- Input Housing Maintenance request via StarRez Portal and respond to StarRez maintenance inquiries and assign maintenance request to appropriate staff Communicate with residents about maintenance ticket request
- Assist with StarRez instructions to residents
- Greet visitors, students, staff, vendors and the general public in a friendly and professional manner.
- Pick-up incoming mail and distribute to appropriate personnel.
- Use equipment such as copier and fax as requested by staff and ensure faxes are received.
- Assist with escorting vendors to various residents' units
- Delivery of documents to various campus departments
- Compile and maintain electronic filing system for invoices, staff absence reports
- Assist with creating excel and word documents
- Perform all duties and maintain all standards in accordance with Student Housing policies, procedures and Core Values.

Knowledge, Skills and Abilities:

- Knowledge of proper telephone etiquette
- Knowledge of proper filing techniques
- Knowledge computers of related software
- Knowledge of copiers/fax
- Knowledge of word processing and spreadsheets

How to Apply: The position is open until filled. Please complete the Business Services Application and turn in at Student Housing Operations Heather Hall Bldg. 13-103. Applications must be completed in their entirety to qualify for consideration.

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