Job Title: Student Assistant
Place: CSUN Student Housing Operations
17950 Lassen St. Bldg. 13 room 103
Time Period Now thru 5/23/20
Work schedule between 8:00am to 5:00pm Monday thru Friday
Wage: $13.00 per Hours: 8 hrs.
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.