JOB DESCRIPTION - PROGRAMMING ASSISTANT AND GRAPHIC DESIGNER
(TWO AVAILABLE POSITIONS)

The Programming Assistant is a paraprofessional position that assists with the coordination of residential leadership and programming initiatives for CSUN Student Housing.

RESPONSIBILITIES
Under general supervision of the Coordinator for Residential Student Engagement, the incumbent will be responsible for:

- Assisting with the planning, developing and executing of large scale programming for CSUN Student Housing
- Providing general clerical support, including but not limited to: running office errands, supply inventory, copying and faxing, computer-based programs, filing, answering telephones and screening calls, and other clerical duties as assigned.
- Designing and distributing marketing materials, graphic design, and event publications for CSUN Student Housing.
- Contacting and working with campus partners and outside vendors
- Assisting with the development and implementation of a departmental programming model.
- Participating in and/or facilitate training sessions for professional development
- Other duties as assigned

REQUIREMENTS
Demonstrated commitment to residence life, oppression reduction; excellent organizational and communication skills; and a demonstrated understanding of student development. Must be a current full-time CSUN student (residents preferred). Candidate must maintain a minimum 2.5 GPA.

PREFERRED QUALIFICATIONS
Candidates with experience in event planning and programming is highly preferred. Candidates with graphic design experience and familiarity with graphic design software will also be given priority.

SUPERVISION
This position is directly supervised by the Coordinator for Residential Student Engagement.

SALARY
$10.50/hour
20 hours maximum/week

DATES OF EMPLOYMENT
The dates of employment will be August 28, 2017 to May 26, 2018 (potential opportunity to begin sooner than August)

APPLICATION PROCESS
Please submit a cover letter and resume via email to Matthew Soto, Coordinator for Residential Student Engagement at matthew.soto@csun.edu. Please be sure documentation includes current contact information and interview availability.

- Deadline: April 28, 2017 by 5:00pm

MORE INFORMATION:
Please contact Matthew Soto at matthew.soto@csun.edu for more information regarding this job posting.