

ASSOCIATED STUDENTS



CHILDREN'S CENTER

Position Description

Department: Associated Students Children's Center

Job Title: Student Assistant I

Position Overview: Provide quality childcare for children of CSUN students and staff.

Duties: Under direction of professional classroom staff, assists with supervision of preschool children or toddlers and their activities and routines. Maintains the environment. Under general direction of front desk professional staff, provides clerical support. Under general direction of kitchen professional staff, provides support with cooking and serving meals and sanitation.

Qualifications: Paid or volunteer experience working with children 5 years and younger desirable. Must enjoy children and be patient and flexible. No Kitchen or Front Desk experience needed.

Location: AS Children's Center

Hours: up to 20 hours per week

Classification: I

Salary Range: \$13.25-\$14.50/hour

Desired Major(s): any

Desired Class Level(s): any

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.