



COMMUNITY CENTER/LEARNING CENTER ASSISTANT APPLICATION (Multiple Positions) Academic Year 2022-2023

Position Description

The purpose of the Community Center Assistant/Learning Center Assistant positions is to be a resource for all residents, staff, and visitors to our buildings. We provide a service-oriented atmosphere where everyone should feel welcomed and comfortable asking for assistance.

Community Center Assistants (CCA) and Learning Center Assistants (LCA) are asked to fulfill the responsibilities described below.

Responsibilities

- Provide security for the Community Center/Learning Center
 - Carefully monitor entrances to the building
 - Check identification of all persons entering the building to ensure only building residents, guests, and authorized staff is gaining access to the building
 - Manage equipment check-out
 - Document incidents as necessary
 - Monitor and report security and safety issues
 - Serve as an information source for residents and guests on Student Housing services and policies, and general university information. Refer inquiries to the proper university office as needed
 - Maintain records of transactions and services provided
 - Answer the phone and provide assistance as needed
 - Support events and programs that take place in the Center.
 - Provide assistance to the Senior Community Directors and Assistant Community Directors with clerical tasks and other projects
 - Other duties as assigned
- Qualifications:
- Work experience in a related area or transferable skills from previous employment
 - Good academic standing and meet departmental GPA requirements for student employment: 2.5 cumulative
 - Good disciplinary standing with university
 - Ability to work in a fast-paced environment

Compensation: CCAs/LCAs are provided a \$15.00 hourly rate. Hours will include both time spent at the desk and mandatory staff meetings.

Application Process: Community Center Assistant/Learning Center Assistant candidates are required to fill out a job application when jobs are available. Interviews will be offered accordingly.

If you have questions regarding these positions, please contact (lca.cca@csun.edu)

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