



## COMMUNITY CENTER/LEARNING CENTER ASSISTANT APPLICATION (Multiple Positions) Academic Year 2021-2022

### 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 \$14.00 hourly rate. Hours will include both time spent at the desk and mandatory 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 Nancy Alonzo ([nancy.alonzo@csun.edu](mailto:nancy.alonzo@csun.edu))

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