



JOIN OUR TEAM

HIRING: STUDENT ASSISTANTS

Work in a fast-paced and supportive environment on campus!

GENERAL DUTIES

- Greet and direct students and visitors
- Answer phones
- Direct messages via voicemail
- Pick up/deliver material to various departments on campus
- Perform data entry
- Filing, photocopying, faxing, computer scanning, typing
- Exam proctoring

DESIRED CHARACTERISTICS

- Willingness to learn
- Positive attitude
- Professional demeanor
- Flexible
- Team oriented
- Effective communication skills
- Energetic, proactive, dependable, and patient

Looking for a
rewarding
job?

Grow Your Talents
on a Team

Develop New Skills

Gain Valuable
Work Experience

Training Provided -
No Experience
Necessary

To learn more and
apply, please visit:
www.csun.edu/dres

Or apply on handshake:

JOB ID: **3714697**