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