Student Job Title: Infrastructure Projects Assistant

Contact: ronnie.grant@csun.edu

Office: Infrastructure Projects

Starting Rate: $11.00

Hours: 20 hours per week, to be determined between 7 a.m and 3 p.m Monday - Friday

Job Requirements/Duties:
Under general supervision of the Senior Infrastructure Technician, provides a wide variety of logistical and project support to the Division of Information Technology. Helps maintain IT’s facilities, vehicles, supplies and equipment in a clean and ready-to-use state, including maintaining inventories of material and tools, IT’s vehicle fleet, and IT’s technical and shop facilities.

Cleans and inspects IT’s vehicle fleet, refuels vehicles when necessary, delivers and picks up vehicles from PPM Auto Shop. Keeps IT’s material storage areas tidy; receives, puts away, retrieves, organizes and counts material; coordinates disposal or recycling of surplus material and waste with PPM Logistical Services or Associated Students Recycling. Relocates material within and between IT facilities. Assists on special infrastructure projects as needed, including installing wiring and assembling equipment.

Ensures security, cleanliness, and safety of IT facilities, vehicles and personnel; follows IT and campus policies and business processes, and reports abnormal conditions to supervisor. Performs other duties as assigned.

Qualifications:
Must hold a valid California class “C” driver’s license and be eligible to drive a State vehicle. Good working knowledge of Windows computers and the Microsoft Office suite, including Microsoft Word, Excel, and Outlook, and online tools such as myCSUNbox. Must have sufficient visual acuity to identify wire insulation colors; must be able to lift 35 pounds, climb ladders, twist, push/pull, stoop, bend and crawl.

Ability to organize storage and equipment rooms and cabinets and work within time frames and deadlines; continue to acquire knowledge and skills to perform assigned tasks; effectively present ideas, explain problems and recommend solutions orally and in writing; establish and maintain effective communication with staff and students of administrative divisions and supported units; and work as a team member. Must be a matriculated student at CSUN.

Experience:
Desirable: Ability to identify common mechanical, electrical and electronic components and tools; experience with the use of hand tools such as wrenches and screwdrivers.

View the IT Student Employment Application and submit your application via email.

01/18/18