

Office Assistant

Responsibilities: This position will provide general office clerical support for the Student Housing Office. Under the general supervision of the Front Office Manager, the Office Assistant will perform the following general clerical duties: filing, scanning, answer telephones and screen calls; fax distribution, mail distribution, make keys, restock paper in copier/fax machines, prepare and post fliers and signs; update computer-based programs; process cancellations and room transfer requests, maintain records; and perform other duties needed by the Student Housing Office that will include daily raising and lowering of the flags, conducting housing tours, making deliveries to main campus, performing student lock outs, retrieve mail/packages, dipping keys and assisting with check in and check out, communicate directly with residents and outside visitors, schedule appointments, dispatch vacuums, empty recycle bins, empty the office shredder, and attend mandatory staff meetings.

Qualifications: One year general clerical office experience preferred but not necessary. A commitment to customer service is a must. Equivalent training in a vocational business school may be substituted in lieu of experience. Strong command of the English language is a must. Requires the ability to work independently in a fast paced environment and handle multiple tasks with numerous interruptions. Must establish and maintain cooperative working relationships with various levels of staff, management, and outside vendors. Some weekends are mandatory. Ability to stand and/or walk for long periods. Bilingual, Spanish or ASL, helpful, but not required.

Skills Required: typing of 30 wpm; operating knowledge of computers including Word & Excel programs' and operation of general office equipment (telephone, fax, copier, etc.)

Eligibility Requirements:

- i. Candidate must be currently enrolled at CSUN with a minimum of 12 undergraduate units and 6 graduate units and maintain a minimum GPA of 2.5
- ii. Candidate must be a resident within the CSUN Student Housing community for the duration of employment in this position.

Compensation/Appointment

- i. This is an entry level position that pays minimum wage per hour
- ii. Part-time position / up to 20 hours per week (schedule to be determined at later date)
- iii. Position will be appointed for the academic year and summer
- iv. Reappointment contingent upon job performance and attendance
- v. Work Study is preferred but not mandatory

How to Apply

- i. The position is open until filled.
- ii. Please complete the Business Services Application
- iii. Applications must be completed in their entirety to qualify for consideration.