Employment Opportunity

Student Assistant – Level II (Administrative Support)

RECRUITMENT ID: N043

CLASSIFICATION: Student Assistant II

DEPARTMENT: National Center on Deafness

CONTACT: Gabriel Lopez, gabriel.lopez@csun.edu

SALARY/TIMEBASE: $10.00 - $11.00 hour/part-time; Hiring Range: up to $10.50/hour

GENERAL INFORMATION: Hours to be determined, up to 20 hours per week, between 8am-5pm, M-F.

Job Requirements/Duties:
Work at the NCOD front desk, greeting and assisting students and visitors, answering incoming calls from the general public, students, and service providers, resolving and/or referring issues as needed; schedule appointments for Academic Advisors, Coordinators, and other staff; conduct computerized information processing tasks such as electronic mail processing, data entry and retrieval, other special requests and duties as assigned; assist Dispatcher/Front Desk, and Dispatch Coordinator in dispatching service providers for deaf and hard of hearing consumers’ classes, special requests, and chargebacks when needed; other duties as assigned by supervisor.

Qualifications:
Any combination of work or community experiences showing proficiency in customer service, office skills, interpersonal communications and relations, task orientation, administrative support, organizational skills, management of information systems and technical systems.

Knowledge, Specialized Skills and Abilities:
Ability to use computer programs such as Excel, Access, Outlook, Word, etc. Ability to follow through on projects and be detail oriented. Must be proficient in American Sign Language.

Initial review begins immediately and will continue until position is filled. Submit a completed Employment Application, resume, cover letter and an unofficial academic transcript to the National Center on Deafness [NCOD].

3/2/2016