Office Assistant

Term: 2017-2018 Academic Year
Position Open: One – Two (1-2) Positions
Handshake Job Code: #878710

OVERVIEW
The Office Assistant (OA) is a collaborative part-time position in the Office of Student Housing and Residence Life. Office Assistants assist and support the professional and student staff. An outstanding OA is responsible, organized, and ready to help. It is his/her responsibility to keep and disseminate important information to residents and his/her families as deemed appropriate; customer service is their best skill.

POSITION SPECIFICS

- Serve as the first point of contact for residents and other guests residing in either Student Housing East (SHE) or Student Housing West (SHW)
- Provide tours of both housing facilities (SHE & SHW)
- Assist and support the professional and student staff
- Research and be knowledgeable of the campus and its departments
- Take initiative and be invested in the Housing Community
- Pick-up, delivery, and verification of business correspondence
- Other duties as assigned

QUALIFICATIONS

- Enrolled as a full-time student at CSUB during the 2017-2018 academic year
- Have and maintain a semester and cumulative GPA of 2.25 or higher
- Basic knowledge of the Microsoft Office Suite
- Fun and proactive disposition
- Willingness to learn

Hours: 10-15 hours per week
Compensation: $10.50 per hour

Priority Applications due November 30, 2017. (Position open until filled.)
Position will begin as early as December 4, 2017.
Position end date: May 30, 2018

Candidacy subject to availability
Please contact Ashley Scott, Associate Director of Student Housing at jdigitalonardo@csub.edu if you have any questions.

Application available at: Office Assistant Online Application