Summer Office Assistant

# of Openings: 3
CECE Job #14995

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 their responsibility to keep and disseminate important information to residents and their families as deemed appropriate; customer service is their best skill.

POSITION SPECIFICS

- Serve as the first point of contact for residents and other guests
- Provide tours of the housing facilities
- 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
- Sorting and distribution of Residential mail and packages
- Other duties as assigned

QUALIFICATIONS

- Enrolled as a full-time student at CSUB during Spring 2017, Summer 2017, OR Fall 2017.
- 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: 40 hours per week
Compensation: $10.50 per hour
Position will begin as early as May 15, 2017 and will end as early as August 18, 2017.
Online application: Summer Office Assistant
Please contact us at housing@csub.edu if you have any questions.