Business Service Interns

Term: Academic Year 2018-2019
Position(s) Open: Two (2) Positions
Handshake Job: #1539485

OVERVIEW
The Business Services Intern (BSI) is a part-time member of the Office of the Student Housing and Residence Life at California State University, Bakersfield. A BSI assists in the business aspect of the office. BSIs must have excellent problem-solving skills and be quick to react to situations presented. A BSI will use exemplary customer service skills to assist any resident and/or their family in their transition to on-campus living.

SPECIFICATIONS
- Building and implementing tools to streamline information for prospective residents
- Creating and implementing of projects and other Housing programs
  - Researching best practice information from other universities
- Collaboration with the Associate Director for mail room operations and daily supervision
  - Interviewing prospective staff members
  - Creating content for and holding recurring meetings for training and informational purposes
  - Evaluating mail room staff performance
- Preparation and execution of new resident contracts
- Use and maintenance of the StarRez database
- Training and assisting other staff with StarRez use
- Communication with other staff about Business Services updates/changes
- Maintenance of the Housing email account with proper dissemination of emails
- Collaboration with Budget Analyst on residential contract issues and student accounts
- Day-to-day troubleshooting and maintenance of residential card access
- Managing and executing projects as required by the Director, Assistant Director, or Budget Analyst
- Additional tasks as presented or necessary

REQUIREMENTS TO APPLY
- Enrolled as a full-time student at CSUB during the 2017-2018 or Summer 2018 (must be a full-time student)
- Have and maintain a semester and cumulative GPA of 2.50 or higher
- Organization skills
- Task-oriented goals
- Self-motivating
- Fun and proactive disposition
- Willingness to learn

**COMPENSATION:**
- $14.50 per hour

**PROPOSED APPLICATION DEADLINE:**
May 4, 2018
*Position will remain open until filled*

**Position Starts:** May 14, 2018  
**Position Ends:** May 31, 2019

**How to Apply:**
Online application is available at: Business Service Interns  
Please submit your inquiry to Ashley Scott, Associate Director, at ascott12@csub.edu for more information.