

Title: Student Assistant – (working title if needed)

Job Summary:

This position will report to the Student Employment Office Lead, an office within the Human Resources Department. The Student Employment Office provides various services to both student employees and hiring departments. These services consist of programming, training, outreach, marketing, recruitment, and communicating student employee policies. Student Assistants will work directly with the Student Employment Office Lead/Specialist who will delegate day-to-day tasks and duties in the support of the program coordinating function. The primary purpose of the job is to serve as the first point of contact for those who call or visit the office.

Job Description:

- Student Assistants will serve as first point of contact for the Student Employment Office service window.
- Communicate with guest via verbal, written and electronic correspondence (i.e. answering phones, sending emails, greet clients as they enter the Human Resources Office etc.).
- Assist with new hire documents for new hires and rehires.
- Organize and track records of all documentation submitted and process by the Student Employment Office.
- Work closely and assist CSUSB departments as they pertain to student employment procedures which include but are not limited to the Federal Work Study Office, Payroll, Human Resources, Career Center,).

- Maintain files (creating, updating and organizing).
- Assist with clerical functions for the Student Employment Office (i.e. file paperwork, maintain an organized working environment, make deliveries around campus, etc.).
- Making deliveries to university departments and programs.
- Student Assistants will assist with Student Employment programming, outreach, and other events. Typical events include, but not limited to; Job fairs, tabling, and Other Student Employment and Human Resources hosted events.
- Student Assistants will perform other duties and responsibilities as assigned.

Minimum Qualifications:

- Must maintain a 2.0-quarter and cumulative G.P.A.
- Be enrolled in at least half-time in courses at CSUSB.
- International students must be enrolled in full-time course at CSUSB.

Preferred Qualifications: If needed

Skills/Abilities preferred:

- Ability to communicate and write proficiently
- Ability to learn quickly and complete assignments in a timely manner
- Ability to multitask
- Incumbent must be detail oriented, punctual and reliable

- Ability to work both in a team or individual environment
- Interpersonal skills
- Experience using Microsoft word, PowerPoint, excel and other applications.