

Student Assistant Application Information

Job Description:

Under general supervision from the Office Manager of Housing, Student Assistants will perform a variety of service functions including operation of the telephone, receiving the public and answering general information questions about the residence halls, taking messages, receiving and sorting mail, replying to emails, maintaining necessary records, contacting appropriate staff in an emergency, processing workorders, the Pointe attendant services/duties (such as setting up and prepping rooms for conferences and banquets at the point, confirming and setup A/V equipment, assist in ensuring the events are on time and necessary preparation are done, and that all catering food and trash is removed at the close of the event) and other duties as assigned.

Work Assignments:

Student Assistants will be hired on an individual basis in respect to their class schedule and the needs of the Housing Office. It is important that student assistants are knowledgeable of the Housing and Residential Life Department. Student Assistants will cover duties at the Front Office of Housing and Residential Life Office as well as at the Pointe Event Center. Students can expect to receive between 10 and 20 hours each week (not to exceed 20). Preference in scheduling is given to returning student assistants and applicants with the most availability and related work experience.

Competencies:

Clear and concise verbal communication skills.

Ability to interact with diverse populations.

Self-directed and able to maximize use of time.

Able to work with computers, faxes, copies, scanners, and various other technologies

Dependable

Exemplifies professional conduct and adherence to Housing and Residential Life Core Values

Must have excellent attendance and conduct record for consideration

Knowledge of and ability to enforce Housing & Residential Life, as well as The Pointe policies and procedures.

Physical & Other Requirements:

Regularly required to stand; walk; reach with hands & arms; stoop, kneel or crouch.

Regularly lift and/or move up to 30 pounds.

Must at time of hire have and overall CSULB GPA of 2.0 or higher & a minimum semester GPA of 2.0

No outstanding balances at CSULB

No Current or pending disciplinary sanctions at CSULB.

Training & Staff Meetings:

A training will be held during the start of the position. More information will be communicated to the hired student assistants before that time. Student assistants will be paid for their time during this training. Student Assistants will have mandatory staff meetings on a needed basis.

Application Process:

A completed Student Assistant Application should be **submitted to the main housing office**. Phone or in person interviews may take place for new hires, and all applicants will be contacted via email.

Thank you,
Housing & Residential Life

Application For:

**FALL
2021**

CALIFORNIA STATE UNIVERSITY, LONG BEACH
Housing & Residential Life

Student Assistant Application

Job Description:

Under general supervision from the Front Office Supervisor or Housing Occupancy Analyst, Student Assistants will perform a variety of service functions including operation of the telephone, receiving the public and answering general information questions about the residence halls, taking messages, receiving, and sorting mail, replying to emails, maintaining necessary records, contacting appropriate staff in an emergency, processing workorders, the Pointe Attendant services/duties, and other duties as assigned.

Personal Information:

Name _____ Student ID # _____
(First) (MI) (Last)

Hall _____ Room # _____ Room Phone _____

Home Address _____
(Street & Number) (City) (State) (Zip)

Email: _____ Cell Phone _____

Date of Birth: _____

Education and Experience:

Class Standing (es: Fresh., Soph.): _____ Major: _____

Cumulative GPA: _____ CSULB Units Earned: _____

Have you been employed on this campus before? Yes _____ No _____

Department _____ Position _____

Supervisor _____ Dates of Employment _____

Have you had a similar office job off campus? Yes _____ No _____

Employer _____ Position _____

Supervisor _____ Dates of Employment _____

Phone # _____

IMPORTANT: Please complete the schedule of classes on the reverse side of this application. Applications without a current schedule for desired semester will not receive further consideration for employment. Thank you for your interest.

(Signature of Applicant)

(Date)

Please provide a copy of your class schedule with your completed application.