



## Student Assistant Position Announcement

The Student Center for Professional Development (SCPD) is a dynamic and fast-paced student services Center of Excellence in the College of Business Administration (CBA). SCPD offers programs and services that facilitate CBA students' growth and development in the areas of self-exploration, professional skill development and structured mentoring relationships. SCPD was nationally recognized as the National Association for Student Personnel Administrators (NASPA) Gold Award of Excellence winner for Careers, Academic Support, Service Learning and Community Service in 2006 - 2007. This distinction marks the program as the best in the country within this category.

SCPD is looking for two-three (2-3) Student Assistants (SA) currently enrolled in at CSU Long Beach with experience working on projects and with people. SA's have an opportunity to develop professional skills, work with students, and engage university faculty, staff and community, and connect to corporate professionals. This experience provides an opportunity to learn transferable skills that are important to launching your career in the future.

### **Job Description**

*Student Assistant's responsibilities and duties include:*

- Perform general office work involving word-processing, filing, cleaning, etc.
- Answer phone, email, and in-person inquiries about SCPD
- Route documents within college and campus
- Assist in preparation of documents/materials for workshops and events
- Participate in all full-staff SCPD events and some evening and/or weekend events
- Other duties as assigned

### **Qualifications**

*An Ideal Student Assistant is...*

- Experienced in general customer service
- Familiar/Knowledgeable of MS Word, Excel, Outlook, and Powerpoint
- Energetic, self-directed, and personable
- Federal Work-Study ONLY

### **Training & Skill Development Offered:**

*Student Assistant will gain an opportunity to...*

- Experience working in a university program office and preparing student development workshops
- Collaborate with workshop development and event planning
- Interact with other students, staff, faculty, community, and corporate partners

### **SELECTION TIMELINE**

- **Application Deadline**                      **Open until filled; Training starts in Dec. 2009**

### **SALARY**

- An hourly salary of \$9.50 - \$13.50 for 10-20 hours per week, varies on experience
- Positions are 5-month contract periods (Spring Semester 2010)

### **MORE INFORMATION**

Please visit [www.csulb.edu/colleges/cba/scpd](http://www.csulb.edu/colleges/cba/scpd). Please submit resume, references, & this application to: Lila Park, Graduate Student Asst, [scpd@csulb.edu](mailto:scpd@csulb.edu) or CBA 126. Questions please call (562) 985-2265.

**SUPPLEMENTAL INFORMATION**  
**Student Center for Professional Development**

**SECTION I: STUDENT INFORMATION**

Name \_\_\_\_\_ I.D. Number \_\_\_\_\_  
                     First                      Middle Initial                      Last

Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

Home Telephone Number \_\_\_\_\_ Cell \_\_\_\_\_

Campus E-Mail Address \_\_\_\_\_

Preferred E-Mail Address \_\_\_\_\_

Major \_\_\_\_\_ College-Year Status \_\_\_\_\_

Do you currently have Federal Work-Study (FWS)?    Yes                      No

**SECTION II: WORK AVAILABILITY**

Place a "X" in each box below to indicate all the days and times you are available to work.

	<b>Mon.</b>	<b>Tue.</b>	<b>Wed.</b>	<b>Thu.</b>	<b>Fri.</b>
<b>9 – 10 a.m.</b>					
<b>10 – 11 a.m.</b>					
<b>11 – 12 p.m.</b>					
<b>12 – 1 p.m.</b>					
<b>1 – 2 p.m.</b>					
<b>2 – 3 p.m.</b>					
<b>3 – 4 p.m.</b>					
<b>4 – 5 p.m.</b>					
<b>5 – 6 p.m.</b>					