

California State University, Long Beach
Federal Work-Study Program

POSITION ANNOUNCEMENT

Job Number 140

Multicultural Center
Department or Organization Name
Faculty Offices 3, Room 03
Address
562 / 985-8150
(Area Code) Phone Number

Student Assistant
FWS Position Title
Classification Level 1
(See Student Assistant/Work-Study Salary Schedule)
Cynthia Schultheis
Immediate Supervisor
Cynthia Schultheis
Department Payroll Monitoring Representative

JOB DESCRIPTION: List daily, periodic, and non-routine duties. Include driving if required.
(Refer to Student Assistant/Work-Study Schedule)
Under the supervision of the Assistant Director of the Multicultural Center, the student assistant will provide word processing and reception support for the daily operations of the Center. Other duties may include: delivery of campus mail to Academic Affairs and other depts. as needed; assist in setting up and tearing down for lectures, training workshops, and various events in the MCC's Conference Room; represent the MCC at a table at functions as needed; assist with check-out and return of Resource Library materials and log new materials into database as needed. Assist with promotion (contact with student sign-ups and placement of signage on campus), and pre-workshop duties as well as processing certificates for completion of S.T.A.R. program (every semester)
DAYS/HOURS: \*Mon-Fri. \*10-20 hours per week \*Hours flexible around course schedule \*Rate of pay will increase with experience.

QUALIFICATIONS: List skills, training, or experience required or preferred
\*Intermediate Computer skills (we have all PC's), typing speed-minimum 45 wpm.
\*Word processing: typing memos, letters, Director's classroom and presentation overhead transparencies, flyers with light graphics, database entry, certificates for STAR (on Power Point); scanning documents.
\*Ability to use multi-line telephone and Fax machine.
\*Good general communication skills and desire to learn more about diversity, cultures, and cross-cultural communications.
\*Good oral communication skills for customer service (students, faculty and staff) and for telephone reception.
\* Assist Director with some research in library or online.

TRAINING/SKILL DEVELOPMENT OFFERED:
\*Further development of computer skills, graphics, website maintenance;
\*Continuing cross-cultural communication skills.
\*Option of attending S.T.A.R. training and facilitating program in their classes or possible placement off-campus.
\*Customer Service skills in an educational environment.
\*Knowledge of cultural materials in Resource Library for their own future research.
\*Reception and general office development.

Table with 4 columns: PERIOD, RATE OF PAY, AVERAGE HOURS PER WEEK, NUMBER OF POSITIONS. Row 1: ACADEMIC YEAR (August 24 - May 23), 7.50-9.50, 10-20, 1

I certify that department named above has or will be receiving a Federal Work-study budget allocation.

SIGNATURE OF FISCAL OFFICER / ASM

DATE

PRINTED NAME OF FISCAL OFFICER / ASM

CAMPUS EXTENSION