



**DEAN OF STUDENTS  
STUDENT SERVICES  
CSULB**

**POSITION AVAILABLE: POSTING ASSISTANT**

**Reports to:** Dr. Jeane Relve Caveness, Assistant Dean of Students  
USU-21, (562)985-7547

**Hours per week:** 15-20 hours  
**Hourly rate:** Level II, \$10/hr  
**Start date:** As soon as position is filled

**Description:** To assist with enforcement of CSULB publicity and posting regulations by removing unauthorized postings, responding to inquiries about removal of materials, and initiating violation notices

**Skills & Knowledge Required:**

1. Strong interpersonal communication skills
2. Demonstrated ability to use word processing with great accuracy in order to initiate routine letters, e-mails, and ability to use Excel to log violations and create summary reports
3. Ability to work outdoors for at least 85-90% of scheduled work week
4. Ability to work without line-of-sight supervision
5. Familiarity with CSULB publicity and posting regulations or student organization programming preferred

**Other:** Availability to work Monday-Thursday is preferred.

**To apply:** Submit hard copy of resume (including name and contact number of at least one reference) and available work hours to Dr. Caveness in USU-217. Review of resumes will begin on September 22<sup>nd</sup>.