Position Description

**Department:** Associated Students Sport Clubs Athletic Training

**Job Title:** Office Assistant

**Position Overview:** The Associated Students, provides excellent, meaningful programs and services designed to create and enhance a spirited, learning-focused campus environment.

**Duties:** Under general supervision, will perform administrative tasks to include data entry, filing and email notifications and customer service skills. Communication and marketing to include mail, bulletin boards and fliers.

**Qualifications:** Must be currently enrolled as a CSUN student. Must be organized, responsible, have good time management skills and work in a fast paced environment. Comfortable with MS office applications (Word, Excel, PowerPoint and Publisher) in order to complete reports, schedule appointments, track forms. Previous experience with recreational sports and/or administrative tasks a plus. American Red Cross certification in First Aid, CPR and AED preferred, but on the job training will be conducted.

**Location:** Sports Club Athletic Training Center (USU – Sub Pub)

**Hours:** up to 20 hours a week

**Classification:** I

**Salary Range:** Current $10.50-$13.00/hour - Effective 7/1/2017: $12.00-$14.50/hour

**Desired Major(s):** Athletic Training, Physical Therapy, Kinesiology, RTM

**Desired Class Level(s):** any

*Note: A background check (including a criminal records check) must be completed satisfactorily before any candidate can be offered a position with the AS. Failure to satisfactorily complete the background check may affect the application status of applicants or continued employment of current AS employees who apply for the position.*

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