

## Position Description

**Department:** Associated Students Children's Center

**Job Title:** Student Assistant II

**Position Overview:** Provide quality childcare for children of CSUN students and staff.

**Duties:** Under general direction of classroom professional staff, assists preschool children or toddlers in individual and group activities. Prepare and maintains environment. Substitutes for master teacher or teacher in an emergency. Under general direction of front desk professional staff, provides clerical support. Under general direction of kitchen professional staff, provides support with cooking and serving meals and sanitation.

**Qualifications:** Must have 12 units in Child Development/Early Childhood Education as required by Department of Social Service plus paid or volunteer experience with children age 5 years and younger. Must enjoy children, be patient and be flexible. Some education and/or 1 year Kitchen or Front Desk experience needed.

**Location:** AS Children's Center

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

**Classification:** II

**Salary Range:** \$14.50-\$17.00/hour

**Desired Major(s):** any

**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.*