

## Position Description

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

**Job Title:** Student Assistant III

**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:** For classroom work, must have or be eligible for and obtain a Child Development Teacher Permit issued by Commission for Teacher Credential. Must enjoy children, be patient and be flexible. For Front Desk or Kitchen work, some education and/or 18 months Kitchen or Front Desk experience needed.

**Location:** AS Children's Center

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

**Classification:** III

**Salary Range:** \$15.00-\$17.50/hour

**Desired Major(s):** Health & Human Development/Child and Adolescent Development

**Desired Class Level(s):** sophomore, junior, senior

*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.*