Student Assistant, UAS 1488 (Three Positions)
Golden Eagle Hospitality

Salary Range: $10.50 - $12.00/hourly

Work Schedule. This is a part-time position: Monday – Friday (hours to be determined); non-exempt position. This position is not eligible for benefits.

Summary: The incumbent will work and report directly to the Food Service Director of Golden Eagle Hospitality. This is a unique opportunity for on the job training in a fast paced environment. The incumbent will occasionally work at the new dining hall located in CSULA Housing.

Essential Duties:

Proficient in Microsoft applications- Word, Excel, Publisher.
Customer Service friendly. Must be able to speak clearly on the phone and take messages.
Able to perform light administrative duties while working within a fast paced kitchen atmosphere
Filing, scanning, and organizing.

Requirements: The incumbent must be a student currently attending Cal State L.A. A completed Student Enrollment application is required along with proof of course schedule to determine enrollment status. The successful candidate will be a self-starter with a high school diploma and the ability to maintain a positive attitude while working with staff, customers, and the campus community. The incumbent must also possess strong customer service skills. Fingerprinting will be taken and checked by the California Department of Justice and the FBI. The incumbent is responsible for the fingerprinting processing fee.

Review of applications/resumes will begin December 9, 2016 and will continue until the position is filled; however, the position may close when an adequate number of qualified applications are received. You may apply to: uashr@cslanet.calstatela.edu or mail to: Cal State LA University Auxiliary Services Inc., 5151 State University Drive, GE 310, Los Angeles, CA 90032-8534

UAS hires only those individuals lawfully authorized to work in the United States. Americans with Disabilities (ADA) requested accommodations should be made in advance to the UAS Human Resources Department. UAS is an Affirmative Action/Equal Opportunity Employer.

http://www.calstatela.edu/sites/default/files/groups/University%20Auxiliary%20Services%20Inc./HRM/student_application.pdf