



5151 State University Dr.
King Hall, Room D150
Los Angeles, CA 90032

Phone:
323.343.2450

Fax:
323.343.5101

Website:
www.calstatela.edu/usu

Office Hours:
Monday-Friday
8:30a.m.-5:30p.m.

The University-Student Union is an Affirmative Action/Equal Opportunity Employer. Applicants will be considered without regard to their race, color, religion, marital status, national origin, sex, age, pregnancy, sexual orientation, disability, or other status protected by state or federal regulation within the limits imposed by law.

In order to be eligible for employment with the University-Student Union, a student assistant must be officially admitted to the University and must have at least a 2.0 G.P.A.

STUDENT ASSISTANT JOB OPPORTUNITY

LEADERSHIP DEVELOPMENT ASSISTANT

Student Assistant Level II

Hourly Rate: \$8.75 - \$10.50 per hour; non-exempt classification

Work Schedule: Up to 20 hours per week, hours to be arranged.

Probationary/Training Period: One month, with possibility of extension.

General Statement:

Under the supervision of the Interim Assistant Director for Student Development, the Leadership Development Assistant is responsible for the planning, execution, and evaluation of leadership education and development programs, maintaining files and calendars, assisting with student organizations registration and outreach in the Center for Student Involvement.

Specific Duties and Responsibilities:

- Responsible for assisting with the development and implementation of leadership development and education programs for the CSULA campus community;
- Assist with student organization registration, training, and outreach;
- Collaborate and network with CSULA Academic Departments;
- Work with the Interim Assistant Director for Student Development to train and recruit Peer Facilitators;
- Develop specific marketing and promotional campaigns to foster an increase in program attendance and outreach.
- Provides light clerical duties for the Interim Assistant Director for Student Development as assigned;
- Assists with mailings to Student Organizations, student leaders, and faculty advisors;
- Assists in monitoring supplies for leadership programs;
- Assist in the planning and implementation of leadership programs;
- Researches and solicits prospective speakers/ lecturers for leadership development and educational programs;
- Assists with the development and implementation of programs, wellness and recreation for the CSULA campus community;
- Conducts ongoing research assessing campus needs regarding programming;
- Performs other duties as assigned.

Required Qualifications:

- Willingness to work with an ethnically diverse and culturally pluralistic student body and staff;
- Strong oral communication skills required;
- Strong interpersonal and group communication skills for work in a team environment;
- Strong organizational skills; and
- Experience with MsWord, and MsExcel preferred.

Closing Date: Review of applications will begin on Monday, June 23, 2008 and continue until the position is filled; however, the position may close when an adequate number of qualified applications are received. You may print an application from our website: www.calstatela.edu/usu/job or visit our office in King Hall D150. A completed application is required.