Community Center Assistant Job Description  
California State University, Northridge  
Office of Student Housing

The purpose of the Community Center Assistant positions is to be a resource for all residents, staff and visitors to the building. We wish to provide a service-oriented atmosphere where people feel comfortable coming for all types of assistance. We also provide security and safety assistance that directly impacts the residence hall community.

Community Center Assistants (CCA) are asked to fulfill the responsibilities described below.

RESPONSIBILITIES
- Provide security for the Community Center by:
  - Carefully monitoring entrances to the building
  - Checking identification of all persons entering the building to ensure only building residents, guests and authorized staff are gaining access to the building
  - Managing equipment check-out
  - Documenting incidents as necessary
  - Overall Community Center monitoring and reporting security and safety issues
- Serve as an ambassador and customer service representative for CSUN Student Housing
- Serve as an information source for residents and guests on Student Housing services and policies, and general university information. Refer inquiries to the proper university office as needed
- Maintain records of transactions and services provided
- Answer the phone and provide assistance as needed
- Support events and programs that take place in the Center.
- Provide assistance to the Senior and Assistant Community Directors with clerical tasks and other projects
- Other duties as assigned

QUALIFICATIONS
- Work experience in a related area or transferable skills from previous employment
- Good academic standing and meet departmental GPA requirements for student employment: 2.5 cumulative, 2.0 semester
- Good disciplinary standing with university
- Ability to work in a fast-paced environment

REMUNERATION
- CCAs are provided an $8.00 hourly rate. Hours will include both time spent at the desk and mandatory meetings

APPLICATION PROCESS
- Community Center Assistant candidates will have completed an application no later than 5pm on Friday, June 15, 2012. Interviews will be offered accordingly.

If you have any questions regarding this position, please feel free to contact Debra Allen (debra.allen@csun.edu or 818.677.8173).