

STUDENT CENTER

FOR
PROFESSIONAL DEVELOPMENT

Student Assistant Position Announcement

The Student Center for Professional Development (SCPD) is a dynamic and fast-paced student services Center of Excellence in the College of Business Administration (CBA). SCPD offers programs and services that facilitate CBA students' growth and development in the areas of self-exploration, professional skill development and structured mentoring relationships. SCPD's staff and students seek to embody the core values of SCPD that are integrity, excellence, continuous learning, commitment, and engagement.

SCPD is looking for two-three (2-3) Student Assistants (SA) currently enrolled in at CSU Long Beach with experience working on projects and with people. SA's have an opportunity to develop professional skills, work with students, and engage university faculty, staff and community, and connect to corporate professionals. This experience provides an opportunity to learn transferable skills that are important to launching your career in the future.

Job Description

Student Assistant's responsibilities and duties include:

- Perform general office work involving word-processing, data-entry, filing, cleaning, etc.
- Answer phone, email, and in-person inquiries about SCPD
- Route documents within college and campus
- Assist in preparation of documents/materials for workshops and events
- Participate in all full-staff SCPD events and some evening and/or weekend events
- Other duties as assigned

Qualifications

An Ideal Student Assistant is...

- Experienced in general customer service
- Familiar/Knowledgeable of MS Word, Excel, Outlook, and Powerpoint
- Energetic, self-directed, collaborative, and personable
- Federal Work-Study ONLY

Training & Skill Development Offered:

Student Assistant will gain an opportunity to...

- Experience working in a university program office and preparing student development workshops
- Collaborate with workshop development and event planning
- Interact with other students, staff, faculty, community, and corporate partners

SELECTION TIMELINE

- **Application Deadline** **Open until filled; Training starts in August**

SALARY

- An hourly salary of \$9.50 - \$13.50 for 10-20 hours per week, varies on experience
- Positions are 5-month contract periods (Fall & Spring Semesters)

MORE INFORMATION

Please visit www.csulb.edu/colleges/cba/scpd. Please submit resume, references, & this application to: Trixie Ramoso Assistant Director, scpd@csulb.edu or CBA 126. Questions please call (562) 985-2265.

SUPPLEMENTAL INFORMATION Student Center for Professional Development

SECTION I: STUDENT INFORMATION

Name _____ I.D. Number _____
 First Middle Initial Last

Address _____ City _____ Zip _____

Home Telephone Number _____ Cell _____

Campus E-Mail Address _____

Preferred E-Mail Address _____

Major _____ College-Year Status _____

Do you currently have Federal Work-Study (FWS)? Yes ☐ No ☐

SECTION II: WORK AVAILABILITY

Place a "X" in each box below to indicate all the days and times you are available to work.

	Mon.	Tue.	Wed.	Thu.	Fri.
9 – 10 a.m.					
10 – 11 a.m.					
11 – 12 p.m.					
12 – 1 p.m.					
1 – 2 p.m.					
2 – 3 p.m.					
3 – 4 p.m.					
4 – 5 p.m.					
5 – 6 p.m.					

All materials must be submitted to be considered for an interview:

- **This Application**
- **Your Resume**
- **References**
- **Class Schedule**