University Of La Verne
Facility and Technology Services
Student Positions

Department (X next to one that applies):
   Asset Management
   X Campus Center
   Campus Safety
   Enterprise Applications
   Facilities Management
   Facility and Technology Services - General
   Mail Center
   Technology Infrastructure Services
   Unified Service Desk

Job Title: Student Assistant; Administration Office

Work Study (Yes/No): Paid/WS

Brief Job Description:

The Student Assistant will provide general front desk/office duties which may include answering phones, copying, handling walk-in inquires, taking messages and multiple inter-office work projects. The student assistant will attend all trainings and department staff meetings. Will assist in maintaining files and work projects, such as various log sheets including event details. Student must maintain a clean and safe environment and have knowledge of all safety procedures. Also maintain a working knowledge of the department policies and procedures. On occasion, the student assistant will help assist in the set-up/take down of events on campus and check-out/in events, including equipment, as needed. Also, perform any other duties as assigned.

Basic Qualifications:

Student must have a working knowledge of Microsoft Office applications, such as Excel and Word, and other computer operations. Student must be able to work in a professional, client centered, and quality service environment alongside staff in the Campus Center. Excellent organizational skills, an ability to prioritize and complete assigned work duties are highly recommended. Student working in the Campus Center must be able to work with, communicate, and interact effectively with one another. Because of the magnitude of the Campus Center, students must be able to learn quickly under moderate supervision and take initiative and work well with direction from your supervisor. Student worker must attend all orientations, training sessions, and monthly staff meetings. An ability to interact and speak in public settings, or with walk-in inquiries is preferred to maintain a quality service environment.

Additional Desirable Qualifications (If needed):

Lead Student Computer Technician PDQ
Describe Needs/Flexibility of Work Schedule:

The Division of Facility and Technology Services will be flexible and work students around their academic schedules, but students are expected to be professional.

Supervisor of Student Worker:

Veronica Ashcroft, Business Coordinator

Supervisor Extension:

Ext. 4912