Job Title: CBA CENTER FOR STUDENT SUCCESS FRONT DESK STUDENT ASSISTANT

Department: CBA Center for Student Success

Department Description: The College of Business Administration Center for Student Success’ major goal is to provide guidance to undergraduate students from the time they apply to the College until they successfully complete their major program of study.

Vision: The CBA is a community where creative minds meet, collaborative spirits flourish, and educational and scholarly contributions thrive.

Mission: Our mission is to graduate highly valued, ethical business professionals prepared to excel in a dynamic global business environment.

Core Values: Engage, execute, and excel embody our approach to achieving our mission.

Time Base: Part-time Employment @ (20 hours/week) beginning February 2015

Salary Range: $11.00 - 13.00/hour

Job Description: The CBA Front-Desk and Research Student Assistant(s) report directly to the Director of the CBA Center for Student Success while working collaboratively with both CBA advising and the college’s special initiatives staff to provide assistance to undergraduate CBA students. Duties include providing registration assistance, disseminating CBA informational materials and forms, answering questions regarding College of Business Administration and University policies and procedures and special projects. This position is extremely important as it is the front-line contact with all CBA undergraduates and projects the “student first” philosophy.

In addition, this position would support the research needs of the college’s Special Initiatives, which has proactively supported historically underrepresented students. The student assistant(s) will assist the CBA retention services team in proactively assessing, guiding and communicating with CBA students for success through a combination of direct services and referrals to appropriate support services at CSULB.

KNOWLEDGE, SKILLS, AND ABILITIES
Knowledge of Business Administration and general education curriculum requirements for undergraduate students. Able to provide professional representation for the CBA Center for Student Success to all constituencies and, develop and deliver essential information through written and oral presentations. PC skills, including word processing, excel and email. Knowledge of the PeopleSoft student advising module preferred. Ability to communicate with an ethnically and culturally diverse campus community. Ability to follow all university policies, procedures, and guidelines including but not limited to safety, civility, information security, and non-discrimination policies and procedures. Ability to contribute to a positive university experience for every CBA student, and assist in achieving the university’s commitment to a “vision of excellence”.

EXPERIENCE AND EDUCATION
Graduate and advanced undergraduate students with one year of professional student services experience may apply. A master’s degree in-progress in Education, Counseling, or a related field is preferred and may be substituted for one year of experience. Must be a currently enrolled CSULB student.

Application Due Date: January 30th, 2015

Please submit your resume and Spring 2015 class schedule to Mia Ellsberry, Administrative Support Coordinator CBA Center for Student Success at mia.ellsberry@csulb.edu or CBA – Suite 100.