

**IRVINE CAMPUS**

**Position Title:** Student Assistant  
**Pay Range:** \$10.50/hour CSUF (10-20hrs/week M-Th and occasional Fridays)  
**Department:** CSUF, Irvine Campus  
**Supervisor:** Robert Flores, Assistant Dean for Student Affairs

**Position Summary:**

*The Student Employee must be a CSUF enrolled student and will support the **CSUF, Irvine Campus** with the clerical support and test proctoring functions of Disability Support Services (DSS) at **CSUF, Irvine Campus**. Office hours may vary due to the need to accommodate student request(s) for exam proctoring.*

**Responsibilities of the “Position” include:**

*Scheduling appointments and exams, proctoring exams, answering phones and taking messages, typing, creating and maintaining files, Xeroxing, faxing, assist with special events/projects, and running errands around campus. Given the needs of our student population, you may be asked to help fill out forms, scribe for an exam, put stuff away in someone’s backpack, or pick up after a student. Depending on the student, these tasks may vary. Test proctoring requires the student assistant to supervise exams and return them to the instructor in a timely manner. Occasionally there will be a need to proctor an exam past 7pm.*

**Education, Experience and Skills Required:**

*Currently pursuing a CSUF undergraduate or graduate level degree. Knowledge of Microsoft Office. Experience working in an office and/or customer service industry. Experience working with persons with disabilities helpful.*

**Brief summary of Department and/or Program:**

*The Student Success Center is a one stop center offering academic advising, tutoring/study groups, disability support services, financial aid, career center, ASI Productions and student engagement opportunities. Disability Support Services (DSS) is dedicated to assisting students with disabilities enhance their skills and abilities so that they may participate more actively in the university community. DSS services, generally provided at no cost to all qualified students, are designed to assist students with all aspects of their university experience.*

**Send resume, completed application (Pages 2 and 3) and schedule of availability to:**

Irvine Student Success Center (IRVC-115) [irvinecampus@fullerton.edu](mailto:irvinecampus@fullerton.edu)

# Student Assistant Application

Name: \_\_\_\_\_ CWID \_\_\_\_\_

Social Security: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Major: \_\_\_\_\_ Grade Level: \_\_\_\_\_ GPA: \_\_\_\_\_

*Do you receive/are you Federal Work Study (FWS) student? (Check one) YES      NO*

**Please indicate your level of expertise by placing an “X” in the appropriate area:**

	Novice	Intermediate	Advanced	Expert
Phone				
Office Equipment				
Internet Search				
Campus Resources				
Word Processing				
Spreadsheets				
Email/Outlook				
Typing Speed	WPM: _____			

**If you have knowledge of the following areas, please indicate yes or no (y/n):**

Read Braille \_\_\_\_\_

Sign Language \_\_\_\_\_

Campus Locations \_\_\_\_\_

Please describe your previous office experience: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Please describe your experience in customer service: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

What are your career goals? \_\_\_\_\_

\_\_\_\_\_

What interests you about the position? \_\_\_\_\_

\_\_\_\_\_