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
# 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:

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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? ____________________________________________
___________________________________________________________________________