



**UNIVERSITY STUDENT UNION, INC.
CALIFORNIA STATE UNIVERSITY, NORTHRIDGE
STUDENT ASSISTANT EMPLOYEE JOB DESCRIPTION**

JOB TITLE: OPERATIONS ASSISTANT

CLASSIFICATION: VI

WAGE RANGE: \$10.50/Hour

DEPARTMENT: OPERATIONS SERVICES

WORK SCHEDULE: PART-TIME, UP TO 20/HOURS WEEK DURING ACADEMIC SEMESTER.
ADDITIONAL HOURS MAY BE SCHEDULED DURING SUMMER, INTERIM AND BREAK PERIOD
BASED ON DEPARTMENT NEED AND BUDGET AVAILABILITY. WORK SCHEDULE TO BE
DETERMINED BY SUPERVISOR.

DESCRIPTION:

Under general supervision from the Operations Coordinator, the Operations Assistant is responsible for hiring, training and supervising both Building Managers and other departmental student assistant employees, as well as assisting with the day-to-day operations of the University Student Union. The Operations Assistant must be capable of executing all Building Manager job duties.

JOB DUTIES

SUPERVISION

- Recruits, interviews, and recommends for hire Building Managers and other student assistant employees.
- Trains, supervises, and evaluates Building Managers and other student assistant employees.

BUILDING OPERATIONS

- Interprets and implements University Student Union policies and procedures.
- Provides on-call assistance with any aspect of USU operations and ensures proper security of facility and efficient running of scheduled events.
- Responds to emergency situations such as earthquakes, civil disturbances, fire, hazardous materials, and medical emergencies.
- Acts as Building Manager in case of unexpected absences or to fill occasional vacancies in the schedule.
- Attends the Meeting Services Department's weekly planning meetings and supervises the coordination of meeting and conference services.
- Maintains inventory of USU furniture and equipment for delegated areas.
- Updates secretarial/clerical manuals.
- Holds Building Manager weekly meetings.

AUDIO-VISUAL RESPONSIBILITIES

- Trains subordinate employees on the use of audio-visual equipment such as :
 - 6, 8, 16, and 21 channel mixers, amplifiers, monitors and speakers
 - Hard wired and wireless microphones, lapel mics, etc.
 - Overhead projectors, slide projectors, portable screens and other basic audio-visual equipment.
 - TV monitors, VCR and DVD players, and closed captioning devices
- Coordinates with the Meeting Services to provide audio-visual equipment and set-ups for all events.

FISCAL RESPONSIBILITIES

- Monitors budget for areas of responsibility
- Prepares and recommends annual budget for delegated areas.

FACILITY AND MAINTENANCE

- Oversees the monitoring of building and facility maintenance needs and reports any concerns to the Facilities & Maintenance Department.
- Trains department staff in minor facility and equipment repairs.

OTHER

- Responsible for performing other related duties as assigned.

QUALIFICATIONS

EDUCATION

- Must be a currently enrolled California State University Northridge student with a minimum of 2.0 Grade Point Average.
- Priority will be given to applicants with one (1) or more years left of school before graduating.

EXPERIENCE

- Must have a minimum of one (1) year management or volunteer leadership experience.
- Priority given to applicants with previous facility management experience.
- Priority given to applicants with previous audio-visual experience.

KNOWLEDGE AND ABILITIES

- Willingness to work with a culturally diverse student population, staff and guests.
- Ability to train employees with respect to areas of responsibility
- Ability to provide leadership and coordinate activities.
- Ability to move and/or lift furniture and equipment, including stage equipment weighing up to 50 lb.
- Ability to provide exceptional customer service and to train other employees in this area.
- Ability to work independently.
- Ability to both give and follow verbal and written instructions.
- Ability to accurately and effectively communicate in English, both verbally and in writing.
- Ability to perform simple bookkeeping and accounting tasks.
- Ability to assume responsibility and make independent decisions.
- Ability to learn how to successfully set up, operate, and training others in the use of audio visual equipment.
- Ability to establish and maintain cooperative relationships with co-workers and customers.
- Ability to respond to major and minor emergencies such as earthquakes, civil disturbances, hazardous materials, etc.
- Knowledge of basic computer programs and hardware, as well as a willingness to learn and operate new programs and hardware.

SPECIAL REQUIREMENTS

- Must be available for on call rotation, 24 hours a day, seven days a week, 365 days a year.
- Must be available to work, during finals week, holidays, all academic interims and breaks, and other times as needed.

SUPERVISION

General supervision is provided by the Operations Coordinator.

TYPICAL WORKING CONDITIONS

Work is typically performed both indoors and outdoors and in possible inclement weather conditions. Ability to work under pressure and adhere to deadlines is required. Ability to work with others in a shared office space required. Frequent public contact required, including students, faculty, staff, administrators, and guests.

APPLICATION PROCEDURE

Apply at the University Student Union Sol Center (ground floor information), 8:00 am – 5:00 pm, Monday – Friday. Additional information is available with the University Student Union’s office of Human Resources at (818) 677-6027.

NOTE: Due to budget constraints wage increases for all USU employees have been suspended for at minimum the 2009-2010 academic year.