



OFFICE OF ANNUAL GIVING

CALIFORNIA STATE UNIVERSITY, LOS ANGELES

5154 State University Drive, U-SU Suite 102

Los Angeles, CA 90032

(323) 343-4866

Student Assistant Job Description

Student Assistants will contact alumni and friends of Cal State LA to communicate upcoming events, accomplishments, and goals of Cal State LA and lastly to request gifts to the university's comprehensive We Are LA Campaign. Student assistants are essential to the success of our phonathon program not only in our fundraising efforts, but also in bridging stronger relationships with alumni and friends of Cal State LA. The reason for this is that Cal State LA students are the perfect ambassadors to speak about the Cal State LA experience as they are currently living it. Student Assistants will report to the Assistant Director for Annual Giving and work closely with all members of the Phonathon team. The Office of Annual Giving strives to provide the best level of customer service to all Cal State LA alumni, friends and family. If you enjoy interacting with Cal State LA alumni, or are interested in a job in marketing, communications, public relations, professional development or other fields then this job is for you!

Requirements and Responsibilities:

Open to currently enrolled students of all academic years and majors.

Establish an open and engaging line of communication between Cal State LA and its supporters.

Arrive to shifts on time with a positive attitude!

Handle personal information with extreme confidentiality.

Must be available to work a minimum of two shifts per week Monday – Thursday from 6:00 PM - 9:00 PM. (Day shifts will be available, but subject to change as a needed. Day shifts will be twice a week. Times to be determined on availability.

Have a good time and make new friends!

If you have any questions regarding the position and/or application, please contact:

Jessica Munoz-Sainz

Assistant Director for Annual Giving

(323) 343-4866

Jmunozs2@calstatela.edu

STUDENT ASSISTANT EMPLOYMENT APPLICATION

Please complete the entire application form, taking care to provide all information requested. ***Please attach a Résumé and a Cover Letter to this application. If this is your first job please indicate no previous work experience in your resume, but be sure to list any volunteer work, extracurricular experiences, and skills or qualifications that you believe make you a perfect candidate for this position.*** Failure to provide sufficient information, which shows evidence of meeting minimum qualifications, will result in disqualification or non-consideration. Must be a currently enrolled or recently admitted student at Cal State L.A. with at least a 2.0 GPA. to be considered for a student assistant position.

The Office of Annual Giving employs workers through the University-Student Union. The University-Student Union is an Affirmative action/Equal Opportunity Employer; applicants will be considered without regard to their race, color, religion, marital status, national origin, sex, age, pregnancy, sexual orientation, disability or other status protected by state or federal regulation within the limits imposed by law.

General Information: (Please Type or Print)

Date:	Email Address:		
Name: Last, First, Middle		Student ID Number	
Home Phone (Include Area Code)	Cell Phone (Include Area Code)	Position Applying for:	
Mailing Address: Number, Street, Apartment/Space Number:		City, State Zip Code:	
<p>Have you been convicted of a criminal offence (felony or misdemeanor)? Yes [<input type="checkbox"/>] No [<input type="checkbox"/>] (Convictions for marijuana-related offences that are more than two years old need not be listed.) If yes, state nature of the crime(s), when and where convicted, and disposition of case. Note: a conviction is not an automatic bar to employment. Each case will be considered on its own merit.</p>			
<p>Academic Status: [<input type="checkbox"/>] Freshman [<input type="checkbox"/>] Sophomore [<input type="checkbox"/>] Junior [<input type="checkbox"/>] Senior [<input type="checkbox"/>] Graduate Student</p> <p>GPA _____ * Major _____ Course units this quarter _____</p> <p><small>*All applicants must have a minimum GPA of 2.0 to be eligible for employment. Academic status will be verified.</small></p>			

WORK AVAILABLE SCHEDULE*

*To be considered for employment with the Office of Annual Giving, candidates must be available to work at least two shifts per week from the hours of 6:00 PM – 9:00 PM Monday - Thursday.

Semester applying for: FALL SPRING SUMMER Year 20

Please indicate with an "X" the times you are available to work an entire shift from 6:00PM – 9:00 PM:

TIME	MONDAY	TUESDAY	WEDNESDAY	THURSDAY
6:00 – 9:00 PM	[]	[]	[]	[]

Interview and Training Purposes

Please indicate times you currently have class or another job so that we may easily plan for an interview schedule and training if selected for this position.

TIME	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
10:00 AM	[]	[]	[]	[]	[]
11:00 AM	[]	[]	[]	[]	[]
12:00 PM	[]	[]	[]	[]	[]
1:00 PM	[]	[]	[]	[]	[]
2:00 PM	[]	[]	[]	[]	[]
3:00 PM	[]	[]	[]	[]	[]
4:00 PM	[]	[]	[]	[]	[]
5:00 PM	[]	[]	[]	[]	[]
6:00 PM	[]	[]	[]	[]	[]

RELEVANT INFORMATION:

Have you worked on campus before? Yes [] No [] If Yes, what department? _____

Are you involved in any Clubs or Activities on campus? Yes [] No []

If Yes, which ones? _____

Do you speak a language other than English fluently? Yes [] No []

If Yes, what language(s)? _____

How did you hear about this job? Did anyone refer you? _____

ADDITIONAL QUALIFICATIONS: Please identify any skills, knowledge or ability related to this position which would assist in the evaluation of your application.

Employment Eligibility

The Immigration Reform and Control Act of 1986, Public Law 99-603, requires that employers obtain documentation from every new employee which confirms identify and authorizes that individual to accept employment in this country. This requirement applies to both United States citizens and aliens.

Can you provide the necessary documentation at the start of employment? **Yes** [] **No** []

This information may be used only for the purpose of employment in accordance with the Information Practices Act of 1977. I hereby certify that the information contained in this application form is true, complete and correct to the best of my knowledge and agree to have any of the statements checked by the Office of Annual Giving or University-Student Union unless I have indicated to the contrary. I authorize the individual and/or organizations, entities or agencies described in the application to release to the Office of Annual Giving or University-Student Union and all information concerning my previous employment (including, but not limited to, achievement, performance, attendance, etc.) and any pertinent information that they may have. Further, I release all parties and persons from any and all liability for any damages that may result from furnishing such information to the Office of Annual Giving or University-Student Union as well as from the use of disclosure of such information by the Office of Annual Giving or University-Student Union or any of their agents, employees, or representatives. I understand that any misrepresentation, falsification, or material omission of information on this application may result in my failure to receive an offer or, if I am hired, may be considered cause for termination.

Applicant's Signature

Click here to print your application.

Remember to SIGN your signature and

DATE in the location on the printer form.

Completed applications can be returned to

Office of Annual Giving U-SU 102

Date