

Job Title:	MSBS Student Assistant, College of Biomedical Sciences and Health Professions
Job Description:	The MSBS Student Assistant will support the CHSU Campus by providing general administrative and clerical support. This position also supports the 120 campus by helping to keep the classrooms, study rooms, and the student lounge organized as needed. The position provides a flexible work schedule to accommodate the student employee's class schedule including non-class hours. Hours are available during the full academic year, from Fall 2024- Spring 2025.
Reports to:	Director of Academic & Student Affairs, College of Biosciences and Health Professions, MSBS
Classification:	Staff, Part Time, Non-Exempt
Essential Duties:	<p>In the execution of job duties, staff must abide by all CHSU policies and procedures. This job description is not intended to be all inclusive and staff will also perform other reasonably related duties as assigned.</p> <ul style="list-style-type: none">• Provide assistance to various departments of CHSU• Provide assistance to the visitors/guests of the 120 campus which may include answering phones and distributing mail to the appropriate departments• Ensures the student printer is always stocked with paper and other supplies as needed• Help to maintain organization of the 120 Student Lounge, Classrooms, and Study Rooms• Represent CHSU through courteous and professional behavior at all times• Utilize Paylocity to accurately log in tutoring hours each week• Other duties as assigned
Qualifications:	<p>Skills & Experience:</p> <ul style="list-style-type: none">• Eligible for work-study• Maintain acceptable academic standing• Excellent verbal and written communication skills• Creative, personable, and dependable• Ability to work independently and as part of a team• Maintain a high level of professionalism and conduct
Compensation:	CHSU offers a competitive benefits and compensation package. Salary range for this position is \$16.50 an hour.

Application Instructions

Interested candidates are to electronically submit a letter of interest, a detailed resume and the names, titles, and contact information of at least (3) professional references. Please send a completed package electronically to careers@chsu.edu and type **MSBS Student Assistant** in the subject field of the email.