

## Operations Assistant

Pay Classification: Student Assistant Level IV; \$19.90 - \$20.65 per hour.

Work Schedule: Up to 20 hours per week as assigned.

Training Period: 90 days probationary period with possibility of extension.

### General Statement:

Under the supervision of the department manager, the Operations Assistant provides primary support to the functional areas of the department under which the positions reports. The Operations Assistant is expected to assign priority to the duties of this position over all other non-academic activities.

### Specific Duties & Responsibilities:

- Assist with training department employees including onboarding processes, position specific duties, and monitoring employee ability to perform duties
- Write employee schedules, process time off and shift change requests, cover shifts when someone calls out
- Coordinate with manager to schedule team meetings and prepare agendas
- Work closely with manager to coordinate strategies and manage employee efficiency
- Assist manager in managing and resolving operational issues
- Develop and maintain manuals, reports, and workflow systems
- Support projects by acquiring bids and proposals, and preparing proposals for approval
- Support project completion by maintaining project schedules, budgets, contracts, payments, and closing reports
- Support purchasing and conduct inventory and asset management including asset dispensation
- Maintain appropriate inventory of supplies to support job functions
- Provide quality internal and external customer service and address issues in timely manner
- Assist with preparation of emails, memos and other departmental communications
- Assist with reconciliations of detail trail balances, point-of-sale reconciliation of cash drawers, and/or coin machine collections
- Attend required employee staff meetings and trainings
- Support department specific duties such as opening and closing the building, and planning and executing events and campaigns
- Assume other duties, responsibilities, and projects as assigned

### Skill Requirement:

- Willingness to work with an ethnically diverse and culturally pluralistic student body and staff
- Possess and display professional, approachable and courteous demeanor
- Possess characteristics of being ethical and trustworthy, respectful, culturally aware and sensitive, and flexible
- Effective communication including oral, written and listening abilities
- Strong organizational skills: ability to prioritize, complete assigned work duties and handle a wide variety of tasks
- Ability to manage multiple projects simultaneously and effectively in a fast-paced environment
- Must be self-motivated, able to work independently, and to apply good judgment
- Ability to hold others accountable for their responsibilities
- Detail oriented with ability to accurately enter data
- Ability to analyze and interpret data
- Ability to generate reports from data gathered and to present analysis in private and public settings
- Proficient with Microsoft Word and Excel
- Basic knowledge of general office systems (phone, fax, copier, printer, scanner, etc.) preferred

### Employment Eligibility:

Employment with LSU is open to any qualified CSUDH student enrolled at least half-time (6 units undergraduate or 4 units graduate) and has a legal right to work in the United States. In addition, the student employee must at least have a 2.0 cumulative G.P.A. for undergraduate students and 3.0 cumulative G.P.A for graduate students. Individuals enrolled only in extension courses are not eligible for hire.