STUDENT ASSISTANT JOB DESCRIPTION

<table>
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<tr>
<th>Department: Police Department</th>
<th>Supervisor: Donny Gordon</th>
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<tr>
<td>Job Title: Student Assistant – Main Gate</td>
<td>Hours to be Worked: 20-40/hrs per week</td>
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<td>Pay Level: 1</td>
<td>Hourly Pay Rate: $13.00/hr</td>
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**Job Summary (purpose of nature of work):** The student assistant will assist in checking-in guests on campus at the main gate.

**Job Duties:**
- Check list that is provided by campus to ensure individuals requesting access to campus is approved.

**Required (or Preferred) Skills, Knowledge, and Abilities:**
- Excellent customer service.

**Mandated Reporter:** The person holding this position is considered a ‘mandated reporter’ under the California Child Abuse and Neglect Reporting Act and is required to comply with the requirements set forth in CSU Executive Order 1083 revised July 21, 2017 as a condition of employment.

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