

## Job Description

<b>Job Title:</b>	Pride Center Supervisor (USU)
<b>Job ID:</b>	8532
<b>Location:</b>	
<b>Full/Part Time:</b>	Full-Time
<b>Job Code:</b>	0051      Non-Employee Tracking Code
<b>Department:</b>	University Student Union

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### CSUN's Commitment to You

CSUN is committed to achieving excellence through teaching, scholarship, learning and inclusion. Our values include a respect for all people, building partnerships with the community and the encouragement of innovation, experimentation and creativity. CSUN strives to cultivate a community in which a diverse population can learn and work in an atmosphere of civility and respect. CSUN is especially interested in candidates who make contributions to equity and inclusion in the pursuit of excellence for all members of the university community.

### About the University

One of the largest universities in the country, California State University, Northridge (CSUN) is an urban, comprehensive university that delivers award-winning undergraduate and graduate programs to nearly 40,000 students annually and counts more than 330,000 alumni who elevate Southern California and beyond. Since its founding in 1958, CSUN has made a significant and long-term economic impact on California, generating nearly \$1.9 billion in economic impact and more than 11,700 jobs each year. The LAEDC recognized CSUN as its 2015 Eddy Award winner for its positive economic impact. Serving more students on Pell Grants than any other institution in California, CSUN is also a social elevator and one of the most diverse universities in the country. CSUN ranks 13th in awarding bachelor's degrees to underrepresented minority students and seventh in bachelor's degrees to Latino students, serves the 13th largest Jewish student population, and enrolls the largest number of students who are Deaf and hard-of-hearing of any U.S. state university. The journal Nature recently named CSUN a Rising Star for scientific research, and the NSF ranks CSUN in the top five nationally among similar institutions for graduates who go on to earn doctorates in the sciences. CSUN is where individuals rise. And through them, so does Greater Los Angeles and beyond.

### About the Department

The University Student Union (USU) at California State University, Northridge is a student centered non-profit organization that works to expand the college experience through various programs, services, employment, and involvement opportunities. The mission of the USU is to foster the achievement of students' educational goals by facilitating a strong connection between students and their campus community. It is an engaging and energetic campus program that develops students through inclusive activities, meaningful employment opportunities, leadership experiences and innovative technologies, facilities, and services. Facilities include a University Student Union and a 138,000 square foot Student Recreation Center (SRC). The SRC is a facility for exercise and leisure activity that promotes lifelong health and wellness.

### Major Duties

Under the guidance of the Pride Center Manager, the Pride Center Supervisor is responsible for performing a wide variety of duties associated with ensuring or assisting in ensuring the daily operation of the Pride Center and its programs and activities. The incumbent supervises day-to-day operation of the Pride Center including customer service, facility maintenance and technological support; performs administrative assignments includes but not limited to schedules student assistants and monitors student employee time cards; assists with recruitment, hiring, training, supervision and evaluation of Pride Center student assistant employees; participates in University Student Union staff meetings, activities, training and development programs and professional development activities; supervises the planning, coordination, implementation and evaluation of all Pride Center weekly, monthly and annual events; assists with creating and overseeing content development for informational brochures, bi-weekly newsletter, social media posts, website, press releases, posters/fliers, and other marketing materials; assists with overseeing customer feedback, center data reports, social media, and communication; and performs other related duties as assigned.

### Qualifications

Equivalent to graduation from a four-year college or university with a bachelor's degree in an applicable field. One year related experience, preferably working in a college union, and which involved supervision of student employees and/or volunteers.

**Knowledge, Skills, & Abilities**

General knowledge of student development theory and desired outcomes; program planning and supervision. General knowledge of LGBTQ student needs and LGBTQ resources. Knowledge of Microsoft Office (Word, Excel and Outlook or other email systems). effectively organize, implement and supervise programs and services; successfully communicate with students, faculty, staff and subordinates; clearly express ideas and directions verbally and in writing including attention to composition, punctuation, grammar, and spelling; effectively lead and supervise individuals and groups; work independently on multiple tasks; and recognize multicultural value systems and work accordingly.

**Physical Abilities**

Ability to lift, carry, push, or pull light objects; sit or stand for extended periods of time; hear and speak to exchange information in person and on the telephone; bend at the waist, kneel, or crouch; and dexterity of hands and fingers to operate a computer keyboard.

**Working Conditions**

Work is generally performed in a temperature controlled office environment. Must be able to work under pressure and adhere to deadlines. Must be flexible with ability to adapt readily to change. Regular contact with students, faculty, staff, administrators, and the general public required.

**Pay, Benefits, & Work Schedule**

This position is employed through The University Student Union (USU). The USU offers an excellent benefits package.

The anticipated hiring range will be as follows:

Hourly: \$20.26 - \$21.15

Bi-Weekly: \$1,621.38 - \$1,692.30

Annually: \$42,156 - \$44,000

HOURS: Full-Time 40 hours per week; , Monday through Friday.

**Application Period**

Applications received through September 10, 2019, will be considered in the initial review and review of applications will continue until position is filled.

In order to be considered in the initial review, applications must be submitted prior to the date listed above. Application submissions received after the initial review date will be reviewed at the discretion of the University.

**How To Apply**

Candidates should apply by completing the CSUN on-line application utilizing: <http://bit.ly/HRCSUN> link.

NOTE: Internal candidates should apply through the portal by accessing the View Job Openings/Apply link on the Human Resources/Employee pagelet.

For more detailed information on the application and hiring process, please visit the link below:

[www.csun.edu/careers](http://www.csun.edu/careers)

**Background Check**

A background check (including a criminal records check) must be completed satisfactorily. Failure to satisfactorily complete the background check may affect the status of candidates who apply for the position.

**CANRA**

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 as a condition of employment.

**Equal Employment Opportunity**

CSUN is an Equal Opportunity Employer and prohibits discrimination on the basis of race, color, ethnicity, religion, national origin, age, gender, gender identity/expression, sexual orientation, genetic information, medical condition, marital status, veteran status, and disability. Our nondiscrimination policy is set forth in CSU Executive Order 1096. Reasonable accommodations will be provided for applicants with disabilities who self-disclose by contacting Recruitment Services at 818-677-2101.

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