



CALIFORNIA STATE UNIVERSITY, STANISLAUS
Phone (209) 667-3354 ♦ www.csustan.edu/HR

EMPLOYMENT OPPORTUNITY

POSITION: Classroom Assistant
(CLASSIFIED AS: CASUAL WORKER)

JOB #11/22

California State University, Stanislaus is continually building a pool of persons interested in temporary hourly-intermittent employment to work Fall and Spring semesters at CSU Stanislaus-Stockton Center. Hours are flexible and typically range from 10 to 20 hours per week. Positions are available on or after September 26, 2011 and will end on or before June 30, 2012. Possibility of reappointment based on budget, department needs, and job performance.

ESSENTIAL DUTIES: Under the general supervision of the Interim Associate Vice President of Academic Planning & Analysis, this position handles the daily routine for distance learning classes and will perform the following duties, to include, but are not limited to:

- Open rooms prior to start of classes; start up and operate audio/video equipment (LCD monitor, microphones, VCR, DVD, & remote control) and answer student questions about basic operation of same.
- Perform basic troubleshooting of audio/video equipment; load paper & toner in printers as needed.
- Maintain order in classroom and inform students of all site regulations including prohibition of food, drink, or smoking.
- Process and route class materials (syllabi, homework, tests); ensure that test materials are available to students in a timely fashion.
- Proctor examinations and collect and log tests at end of class; maintain security and confidentiality of all student materials; ensure class rosters are signed and properly completed.
- Close classrooms at the end of the day; notify on-site staff of any problems in the classrooms.
- Perform other duties as assigned.

QUALIFICATIONS:

- High school diploma or equivalent
- Demonstrated experience in office or academic setting and knowledge of office procedures and practices
- The successful candidate must be fingerprinted and successfully pass a background check, which may include checks of employment records, criminal records, civil records, and motor vehicle records.

SPECIALIZED SKILLS AND ABILITIES:

- One year experience working in an educational environment or equivalent, preferred.
- Knowledge of university policies and procedures, preferred.
- General understanding of computer usage (both PC & Mac) and peripherals, preferred.
- Experience with presentation methods and software such as PowerPoint, preferred.
- Ability to be punctual and maintain scheduled hours.
- Knowledge of audio/video equipment and systems.
- Demonstrated professional work ethic.
- Ability to follow instructions both written and oral to complete work assignments.
- Ability to respond to routine inquiries, understand and solve simple classroom-related problems.
- Fundamental writing and verbal skills sufficient to effectively communicate in a diverse, multicultural work environment.
- Maintain friendly and courteous demeanor in the work environment.
- The successful candidate must be fingerprinted and successfully pass a background check, which may include checks of employment records, criminal records, civil records, and motor vehicle records.

HOURLY RATE RANGE: \$8.00 to \$9.25 per hour. Positions will normally be hired at, or near, the entry hourly rate.

POSITIONS ARE OPEN UNTIL FILLED. SCREENING OF APPLICATIONS TO BEGIN SEPTEMBER 26, 2011.

APPLICATION PROCEDURE: Qualified candidates should submit a letter of interest and a completed CSUS employment application (download electronic application at www.csustan.edu/hr) to:

California State University, Stanislaus · Human Resources Department
Mary Stuart Rogers Educational Services Gateway Building, Suite 320 (3rd Floor)
One University Circle · Turlock, CA 95382 · Phone: (209) 667-3354

Applicants requiring necessary accommodations to the application process may contact Human Resources at (209) 667-3351. California Relay Service is available at (800) 735-2922 voice and (800) 735-2929 TDD.

THOSE INDIVIDUALS WHO APPEAR TO BE THE BEST QUALIFIED FOR THIS POSITION WILL BE CONTACTED BY TELEPHONE FOR AN INTERVIEW.

CSU STANISLAUS IS AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION TITLE IX/SECTION 503/504 EMPLOYER. QUALIFIED WOMEN, MINORITIES, AND PERSONS WITH DISABILITIES ARE ENCOURAGED TO APPLY. CSU STANISLAUS HIRES ONLY INDIVIDUALS LAWFULLY AUTHORIZED TO WORK IN THE UNITED STATES. CLERY ACT: IN COMPLIANCE WITH THE JEANNE CLERY DISCLOSURE OF CAMPUS SECURITY POLICY AND CRIME STATISTICS ACT, CRIME REPORT STATISTICS ARE AVAILABLE AT <http://web.csustan.edu/UPD/pages/CampusCrimeStatistics/index.html>

INFORMATION CONTAINED IN THIS ANNOUNCEMENT MAY BE SUBJECT TO CHANGE WITHOUT NOTICE.