



CALIFORNIA STATE UNIVERSITY, STANISLAUS
ASSOCIATED STUDENTS INC. & UNIVERSITY STUDENT UNION

Phone: (209) 667-3833 Fax: (209) 667-3601 Internet: www.csus.edu/asi-usu/ Email:
kholloway@csustan.edu

**PLEASE READ INSTRUCTIONS CAREFULLY BEFORE RETURNING
COMPLETED APPLICATION**

Thank you for considering employment with one of the California State University, Stanislaus auxiliary organizations.

Completion of an application is *required* for all auxiliary positions. When applying for an auxiliary position, indicate in the top section of the application the auxiliary to which you are applying: the Associated, Students, Inc. or the University Student Union.

The application process will serve as an example of your ability to follow written instructions as indicated on the *Position Posting*. It is important to be very thorough in completing the required documentation. Please do not attach original documents to your application packet as we are unable to return application materials.

Once complete, return the application package, including resumes and letters of recommendations if they are required for the position, to Kathy Holloway, Associated Students, Inc., One University Circle, Turlock, CA 95382. We will accept mailed applications as long as they are received in our office by 5:00 p.m. on the closing date. If the position is *open until filled*, we will continue to accept applications after the screening date.

After the closing date or the screening date, a screening committee from the hiring department will screen the applications and interview the most qualified candidates. Applicants to be interviewed will be contacted by telephone.

Applications for employment are accepted only for vacant positions as they occur. A separate complete application package must be submitted for each position vacancy. Applications may be obtained from the Associated Students, Inc. Office in the University Student Union building, 2nd floor, room 202, or you may contact us at (209) 667-3834 to have a packet mailed to you. You may also visit our web site at www.csus.edu/asi-usu/ for position postings and employment application packets.

Employees of the CSUS Associated Students, Inc. and the University Student Union are not State employees. All employment is at the mutual consent of both the auxiliary and the employee. Employment may be terminated by either party "at will" with, or without, cause or notice.