



CALIFORNIA STATE UNIVERSITY, STANISLAUS

Phone (209) 667-3351 ♦ www.csustan.edu/HR

STUDENT ASSISTANT EMPLOYMENT OPPORTUNITY (Non-Work Study)

~ REPOSTED: REVISED DEADLINE ~

POSITION: STUDENT ASSISTANT

JOB NUMBER: #SA-3104

Up to three temporary hourly-intermittent positions available on or after February 22, 2012 and ending on or before May 31, 2012 in Enrollment Services. Possibility of rehire based on performance, department needs, and budget.

DUTIES: This position will perform duties to include, but not limited to:

- General clerical duties; answering phones, data entry, scanning and indexing documents, filing, and assisting with projects.
- Perform other duties or projects as assigned.

QUALIFICATIONS:

- Undergraduate students must be registered/enrolled in a minimum of six (6) Fall/Spring units.
- Post-baccalaureate students must be registered in a minimum of four (4) Fall/Spring units in a graduate program.
- Must meet all other eligibility requirements per the Student Employment Policies (see <http://www.csustan.edu/hr/EmployeeResources/HiringStudentAssistants.html>).
- Basic knowledge of the university infrastructure.
- Ability to use standard office equipment.
- Ability to follow policies and procedures.
- Excellent customer service skills.
- 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.

SALARY: \$8.50 per hour.

APPLICATION DEADLINE: FEBRUARY 14, 2012

APPLICATION PROCEDURE: Qualified candidates must submit: 1) a completed Student Assistant Employment Application (download at http://www.csustan.edu/hr/Employment_Opportunities/Student/index.html), 2) résumé, and 3) available work schedule via email or in-person to:

Lisa Bernardo
Enrollment Services
MSR 120
One University Circle · Turlock, CA 95382
Phone: (209) 667-3094
Email: lbernardo@csustan.edu

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://www.csustan.edu/UPD/pages/CampusCrimeStatistics/index.html>

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

2/7/2012; 2/8/2012