



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-3098

Temporary hourly-intermittent position available on or after February 15, 2012 and ending on or before May 31, 2012 in the Office of Research & Sponsored Programs. Possibility of rehire based on performance, department needs, and budget.

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

- General office duties (i.e. answer phones, filing).
- Assist with the Student Research Competition; accepting and scanning student applications, distributing advertising for the event, putting together informational packets for participants and invited moderators, assist with program design, creating participation certificates, and assist with gathering travel documents.
- Assist with the Student Research Fund; distributing flyers and other promotional documents, accepting and scanning applications, sending applications to the review committee, and maintaining a log of students receiving research funds.
- 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>).
- Experience with Microsoft Office to include Word, Publisher, and Excel.
- Experience with the Student Research Competition.

SALARY: \$10.00 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) letter of interest, 3) résumé, and 4) available work schedule in-person to:

Nancy Lewis
Office of Research & Sponsored Programs
MSR 250
One University Circle · Turlock, CA 95382
Phone: (209) 667-3933
Email: nlewis1@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