WORK-STUDY STUDENT EMPLOYMENT OPPORTUNITY
(On Campus Work Study)

POSITION: Clerical Assistant

JOB NUMBER:
One temporary hourly-intermittent position(s) available on or after 08/23/2010 and ending on or before 05/31/2011 in University Advancement.

DUTIES: Under the supervision of the Patrick Hunt, this position will perform duties to include, but not limited to:
- Assist with filing and creating new files, data entry and maintenance, replying to general email rental requests, greeting and meeting visitors along with special project as require. Assist with document compilation and organization. Assist with answering incoming calls and calling public safety for visitor’s vehicle parking information. Assist in logistics for set-up and clean-up for meetings. Assist in market research for competitive rental venues. Assist with both incoming and outgoing mail distribution and with campus errands.
- Perform other duties or projects as assigned.

QUALIFICATIONS:
- Experience/ Skills Desired: Familiarity with Microsoft Office and other computer programs. Ability to utilize office equipment, follow written and verbal instructions. Ability to work independently. Dependable and able to follow-through on assignments.
- Current enrollment in California State University, Stanislaus matriculated classes. (Extended Education classes do not qualify.)
- [If applicable: 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: $9.00 per hour

APPLICATION DEADLINE: 01/31/2011

APPLICATION PROCEDURE: Qualified candidates should submit a completed Work-Study Student employment application (download electronic application at www.csustan.edu/FinancialAid/workstudy) via [email / mail / in-person] to:

Monica Doll
University Advancement Department
MSR Building, Room 300
One University Circle - Turlock, CA 95382
Phone: (209) 667-3808
Email: mdoll@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

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