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

POSITION: Peer Advisor

JOB NUMBER:
One temporary hourly-intermittent position(s) available on or after 08/22/2012 and ending on or before 05/30/2013 in the College of Business Administration Department.

DUTIES: Under the supervision of the Samuel Touma, this position will perform duties to include, but not limited to:

▪ Assist with New Student Orientation in various aspects, such as advising new students, creating individual class schedules, and preparing materials for advising sessions. Assist student utilizing planning guides and the University catalog on Business Administration degree requirements. Perform general office duties; photocopying, answering phones, distributing various documents on campus, and assisting to complete various projects.

▪ Perform other duties or projects as assigned.

QUALIFICATIONS:

▪ Experience/ Skills Desired: Must be familiar with University General Education and Business Administration degree requirements. Must be well-organized, dependable, punctual and have strong written and verbal communication skills. Must be a current Business Administration major. Familiarity with Microsoft Office 2007, Microsoft Outlook.

▪ 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: $9.75 per hour

APPLICATION DEADLINE: 09/07/2012

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:

Samuel Touma
College of Business Administration Department
DBH Building, Room 217
One University Circle · Turlock, CA 95382
Phone: (209) 667-3864
Email: stouma@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.