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

POSITION: Clerical Assistant

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

DUTIES: Under the supervision of Becky Temple, this position will perform duties to include, but not limited to:
- General Clerical duties; operate and monitor office equipment, maintain data base, make recruiting phone calls and answer phones. Provide clerical support to staff and faculty and assist students as needed. Maintain office supplies and conduct periodic inventory checks. General upkeep of common study areas and occasional errands around campus.
- Perform other duties or projects as assigned.

QUALIFICATIONS:
- Experience/ Skills Desired: Computer skills; knowledge of Microsoft Office (Word and Excel). Must possess great customer service and phone skills. Must be able to communicate well with others.
- (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: $8.15 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:

Becky Temple
University Honors
Building L, Room 185
One University Circle · Turlock, CA  95382
Phone: (209) 667-3686
Email: btemple@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 HIRE(S) 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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