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 Sociology & Gender Studies.

DUTIES: Under the supervision of Ashlea Eaton, this position will perform duties to include, but not limited to:
- General Clerical and Receptionist duties; Assist with campus errands and sorting/delivering mail. Maintain office filing.
- Perform other duties or projects as assigned.

QUALIFICATIONS:
- Experience/ Skills Desired: Computer skills; knowledge of Microsoft Office (Word and Excel). Ability to answer phones, files in alphabetical order, follows directions and maintains confidentiality.
- (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: $8.00 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:

Ashlea Eaton  
Sociology Department  
Building C, Room 213  
One University Circle - Turlock, CA 95382  
Phone: (209) 667-3408  
Email: aeaton@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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