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 Office of University Advancement.

DUTIES: Under the supervision of Michele Lahti, this position will perform duties to include, but not limited to:
- General Clerical duties; Assist with greeting and meeting visitors, filing, creating new files, data entry, replying to general email rental request, answering incoming calls, campus errands and incoming and outgoing mail distribution. Assisting with document compilation, organization and special projects as required. Assist with logistics for set up and clean-up for meetings.
- Perform other duties or projects as assigned.

QUALIFICATIONS:
- Experience/ Skills Desired: Computer skills; knowledge of Microsoft Office (Word and Excel). Ability to utilize office equipment and work independently. Detail oriented; Ability to follow written and verbal instructions. 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 - $10.00 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:

Michele Lahti
University Advancement
MSR Building, Room 301
One University Circle · Turlock, CA  95382
Phone: (209) 667-3837
Email: mlahti@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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