



CALIFORNIA STATE UNIVERSITY, STANISLAUS

Phone (209) 667-3336 ♦ www.csustan.edu/FinancialAid/workstudy

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

POSITION: Clerical Assistant

JOB NUMBER:

One temporary hourly-intermittent position(s) available on or after 08/22/2011 and ending on or before 05/31/2012 in the Graduate School.

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

- Provides clerical support handling office tasks such as document proofreading, duplications, collating and distribution. Greets and assists office visitors and/or routes them to the appropriate staff member for further assistance. Answers multiple telephone lines and responds to email inquiries. Manages administrative and confidential documents/files. Delivers and picks up various documents to other campus offices; deliver checks to the Cashier's Office to be receipted; assist with Graduate School events.
- Perform other duties or projects as assigned.

QUALIFICATIONS:

- Experience/ Skills Desired: Candidate must possess the following experience/skills; excellent communication and writing skills. Ability to work well with people. Strong telephone skills. Previous work in an office environment. Able to work independently without instruction of supervision. Experience with Microsoft Office Suite and PeopleSoft preferred. Upperclassmen/graduate students preferred. Must be awarded Work-Study funds.
- 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: 09/09/2011

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:

Raichelle Grays
Graduate School
MSR Building, Room 160
One University Circle · Turlock, CA 95382
Phone: (209) 664-6596
Email: rowens@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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