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

POSITION: Clerical Assistant

JOB NUMBER:
One temporary hourly-intermittent position(s) available on or after 08/24/2015 and ending on or before 05/31/2016 in Financial Aid and Scholarships Department.

DUTIES: Under the supervision of the Cathy Bellani, this position will perform duties to include, but not limited to:
- General Clerical duties; Data entry, Excel worksheets, sending emails, answering the phones efficiently and routing inquiries to the appropriate person. Receptionist duties; assisting students at the reception desk, maintain files and filing. Ability to follow directions. Must be able to work in a confidential setting. Must be able to work Tuesday mornings.
- Perform other duties or projects as assigned.

QUALIFICATIONS:
- Experience/ Skills Desired: Proficiency with Microsoft Office (Word, Excel and Outlook) and other computer programs. Ability to utilize office equipment (copy machine, fax, scanner, etc.), and follow verbal instructions. Applicant is expected to maintain confidentiality, promptness, attendance, and office etiquette. Must have excellent communication skills both orally and in writing. Ability to work under pressure and answer questions with accurate information. Demonstrate friendly and courteous receptionist skills. Ability to work independently with numerous interruptions. Dependable and able to follow-through on assignments. Should be well-organized.
- Must meet all other eligibility requirements per the Student Employment Policies (see http://www.csustan.edu/hr/EmployeeResources/HiringStudentAssistants.html
- Current enrollment in California State University, Stanislaus matriculated classes. (Extended Education classes do not qualify.)
- 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: $11.00 per hour

APPLICATION DEADLINE: 09/11/2015

APPLICATION PROCEDURE: Qualified candidates should submit a completed Student employment application (download electronic application https://www.csustan.edu/hr/employment-opportunities/student-assistants) via [email / mail / in-person] to:

Cathy Bellani
Financial Aid & Scholarships
MSR Building, Room 100
One University Circle · Turlock, CA 95382
Phone: (209) 667-3336
Email: cbellani@csustan.edu

All sensitive positons will require that a background check (which may include: checks of employment records, criminal records, civil records, motor vehicle records, and sex offender registries, as position requires) be completed satisfactorily before any candidate can be offered a position with the CSU. Failure to satisfactorily complete the background check may affect the application status of applicants or continued employment of current CSU employees who apply for the position.
Applicants requiring necessary accommodations to the application process may contact the Human Resources Department at (209) 667-3351. California Relay Service is available at (800) 735-2922 voice and (800) 735-2929 TDD. As a federal contractor, we are committed to attracting a diverse applicant pool. Please consider completing the Voluntary Self-identification of Disability form (your response will not be shared with the search committee) at: http://www.dol.gov/ofccp/regs/compliance/sec503/Voluntary_Self-Identification_of_Disability_CC-305_SD_Edit1.24.14.pdf.

THE UNIVERSITY IS AN EQUAL OPPORTUNITY EMPLOYER AND DOES NOT DISCRIMINATE AGAINST PERSONS ON THE BASIS OF RACE, RELIGION, COLOR, ANCESTRY, AGE, DISABILITY, GENETIC INFORMATION, GENDER, GENDER IDENTITY, GENDER EXPRESSION, MARITAL STATUS, MEDICAL CONDITION, NATIONAL ORIGIN, SEX, SEXUAL ORIENTATION, COVERED VETERAN STATUS, OR ANY OTHER PROTECTED STATUS. ALL QUALIFIED INDIVIDUALS ARE ENCOURAGED TO APPLY. CSU STANISLAUS HIRES ONLY INDIVIDUALS LAWFULLY AUTHORIZED TO WORK IN THE UNITED STATES. THE PERSON HOLDING THIS POSITION IS CONSIDERED A ‘MANDATED REPORTER’ UNDER THE CALIFORNIA CHILD ABUSE AND NEGLECT REPORTING ACT AND IS REQUIRED TO COMPLY WITH THE REQUIREMENTS SET FORTH IN CSU EXECUTIVE ORDER 1083 AS A CONDITION OF EMPLOYMENT. CLERY ACT: IN COMPLIANCE WITH THE JEANNE CLERY DISCLOSURE OF CAMPUS SECURITY POLICY AND CRIME STATISTICS ACT, CRIME REPORT STATISTICS ARE AVAILABLE AT: WWW.CSUSTAN.EDU/UPD/PAGES/CAMPUSCRIMESTATISTICS/INDEX.HTML

INFORMATION CONTAINED IN THIS ANNOUNCEMENT MAY BE SUBJECT TO CHANGE WITHOUT NOTICE

(08/11/15)