FEDERAL WORK STUDY EMPLOYMENT OPPORTUNITY

POSITION: Clerical Assistant
Temporary hourly-intermittent position available on or after 01/22/2019 and ending on or before 5/30/2019 in Computer Information Systems.

DUTIES: Under the supervision of the Chair of the CIS Department this position will perform duties to include, but not limited to:
- Provide clerical assistance to the CIS Department Chair and Department Administrative Staff
- Assist department faculty and students
- Perform other duties or projects as assigned.

QUALIFICATIONS:
- Undergraduate students must be registered/enrolled in a minimum of six (6) Fall/Spring Units.
- Post-baccalaureate students must be registered in a minimum of four (4) Fall/Spring units in a graduate program.
- Must meet all other eligibility requirements per the Student Employment Guidelines (see pp. 7-9)
- Demonstrates strong interpersonal and communication skills
- Demonstrates familiarity with Word, Excel, Outlook, and common office equipment
- Demonstrates the ability to maintain confidentiality

SALARY 12.00 per hour.

APPLICATION DEADLINE: Open Until Filled

APPLICATION PROCEDURE: Qualified candidates should submit a completed Student Assistant employment application (download electronic application at https://www.csustan.edu/hr/student-employment/job-opportunities and resume, via email to:

Lori Cole
Computer Information Systems
Demergasso Bava Hall - 212
Phone: (209) 667-3586 or lcole@csustan.edu

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.


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.

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

01/22/2019