FEDERAL WORK STUDY EMPLOYMENT OPPORTUNITY

POSITION: SUSTAINABILITY STUDENT ASSISTANT
Temporary hourly-intermittent position available on or after January 7, 2019 and ending on or before May 10, 2019 in Business & Finance.

DUTIES: Under the supervision of the [Manager of Sustainability], this position will perform duties to include, but not limited to:
- Heavy data collection and entry for the Sustainability Tracking, Assessment & Rating System (STARS)
- Drafting email correspondence
- Proof reading documents for accuracy
- Campus deliveries and pickups
- Performing 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)
- Demonstrated excellent verbal and written communication, listening, and customer service skills
- Detail oriented, ability to follow written and verbal instructions
- Proficiency in Microsoft Office Suite including Word, Excel, and PowerPoint
- Proficiency with google drive spreadsheets and working with Adobe PDFs
- Experience with online data input
- Ability to interpret definitions and follow instructions
- Ability to engage and communicate with staff, students, and faculty
- Ability to identify and solve standard problems and refer more complex problems to supervisor
- This is a sensitive position that will require completion of 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 finalist may start work. 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.

SALARY: $12.00 per hour.

APPLICATION DEADLINE: 11/30/18

APPLICATION PROCEDURE: Qualified candidates should submit:
1) a completed Student Assistant employment application (download electronic application at https://www.csustan.edu/hr/student-employment/job-opportunities
2) Résumé
3) Cover letter
4) Class schedule and available work schedule

In-person to:

Wendy Olmstead
Commercial Services/Sustainability
CY800H
Phone: (209) 667-3970
Email: wolmstead@csustan.edu

Satisfactory completion of a background check (which may include checks of employment records, education records, criminal records, civil records, and sex offender registries, as position requires) is required for employment. CSU will make a conditional offer of employment, which may be rescinded if the background check reveals disqualifying information, and/or it is discovered that the candidate knowingly withheld or falsified information. Failure to satisfactorily complete the background check may affect the continued employment of a current CSU employee who was conditionally offered 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.

PURSUANT TO THE JEANNE CLERY DISCLOSURE OF CAMPUS SECURITY POLICY AND CAMPUS CRIME STATISTICS ACT, THE ANNUAL SECURITY REPORT (ASR), IS NOW AVAILABLE FOR VIEWING AT HTTPS://WWW.CSUSTAN.EDU/ANNUAL-CAMPUS-SECURITY-REPORT. THE ASR CONTAINS THE CURRENT SECURITY AND SAFETY-RELATED POLICY STATEMENTS, EMERGENCY PREPAREDNESS AND EVACUATION INFORMATION, CRIME PREVENTION AND SEXUAL ASSAULT PREVENTION INFORMATION, AND DRUG AND ALCOHOL PREVENTION PROGRAMMING. THE ASR ALSO CONTAINS STATISTICS OF CLERY ACT CRIMES FOR STANISLAUS STATE FOR THE PREVIOUS THREE YEARS. A PAPER COPY OF THE ASR IS AVAILABLE UPON REQUEST BY CONTACTING THE OFFICE OF THE CLERY DIRECTOR LOCATED AT ONE UNIVERSITY CIRCLE, TURLOCK, CA 95382, OR BY CALLING 209-667-3572.

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

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