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

One temporary hourly-intermittent position available on or after 8/24/15 and ending on or before 5/31/16 in the Psychology and Child Development Department.

DUTIES: This position will perform duties to include, but not limited to:

- General Clerical duties; Greeting and assisting students. Answering phones efficiently and route inquires to appropriate person. Ability to operate common office equipment (copy machine, fax, scanner, etc.) Maintain department-wide bulletin boards. Demonstrate ability to work independently and follow instructions. File, purge, data entry and scan documents. Creating new student files, updating advising materials and appointment binder. Proctor make-up exams and handling confidential files/exams. Assist with set up and clean up of events hosted by the department (i.e. Undergraduate Research Symposium, CDEV Portfolio Presentations, Child Development Center Family Night. Etc.). Run department errands to various other department offices throughout campus. Pickup and distribute mail to faculty and staff. Assist Department Coordinators with various activities within the department as assigned.
- Perform other duties or projects as assigned.

QUALIFICATIONS:

- Undergraduate students must be registered/enrolled in a minimum of six (6) Fall/Spring units. Cannot be a current Psychology of Child Development Major, Minor or Concentration.
- Post-baccalaureate students must be registered in a minimum of four (4) Fall/Spring units in a graduate program. Cannot be a current Psychology Masters student.
- Must meet all other eligibility requirements per the Student Employment Policies (see http://www.csustan.edu/hr/EmployeeResources/HiringStudentAssistants.html).
- Experience/ Skills Desired: Must be able to work 15 to 20 hours a week. Dependable, detailed orientated, prompt and professional. Ability to prioritize tasks and projects as they are assigned. Ability to answer phones, file in alphabetical order and follow directions. Knowledge of Microsoft Office (Word and Excel) and other computer programs. Knowledge of campus and prior office experience helpful.
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SALARY: $9.00 per hour.

APPLICATION DEADLINE: Open until filled

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:

Nadine Kent
Psychology and Child Development, Bizzini Hall Room C231
One University Circle · Turlock, CA 95382
Phone: (209) 667-3878
Email: nkent@csustan.edu

All sensitive positions 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