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

POSITION: Clerical Assistant
One temporary hourly-intermittent position available on or after 09/01/2015 and ending on or before 05/31/2016 in Department of Communication Studies.

DUTIES: Under the supervision of Ilene Ruesga, this position will perform duties to include, but not limited to:
- General Clerical and Receptionist duties; answering phones, typing, filing, photocopying, sorting/delivering mail and campus errands. Assist students coming in with questions. Set up new student files.
- Perform other duties or projects as assigned.

QUALIFICATIONS:
- Experience/ Skills Desired: Must be able to work up to 20 hours per week. Ability to answer phones and file in alphabetical order. Ability to follow instructions and communicate instructions to others; computer skills (Microsoft Word and Excel); able to work independently, be professional, good attitude, trustworthy, (ability to maintain confidentiality), dependable & punctual; knowledge of campus, prior office experience helpful.
- 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 Policies (see http://www.csustan.edu/hr/EmployeeResources/HiringStudentAssistants.html).

SALARY: $9.00 per hour.

APPLICATION DEADLINE: 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], and a copy of their current class schedule to:

Ilene Ruesga
Communication Studies, DBH, P125
One University Circle · Turlock, CA 95382
Phone: (209) 667-3371
Email: iruesga@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_Edit14.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. CLEARY ACT, IN COMPLIANCE WITH THE JEANNE CLEARY DISCLOSURE OF CAMPUS SECURITY POLICY AND CRIME STATISTICS ACT, CRIME REPORT STATISTICS ARE AVAILABLE AT: WWW.CSUSTAN.EDU/UP/PAGES/CAMPUSCRIMESTATISTICS/INDEX.HTML.

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

08/31/2015