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

POSITION: Work Study Student Assistant
One temporary hourly-intermittent position available on or after August 24, 2015 and ending on or before May 25, 2016 in University Honors Program.

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

- Receptionist duties (responding to inquiries, communicating info, greeting visitors)
- General clerical assistance to the Honors Administrative Support Coordinator
- Assist with recruiting outreach (by telephone/email and in person at occasional campus events)
- Monitor the Honors facility and encourage compliance with facility guidelines
- Light office cleaning, filing and organizing assistance
- Special projects as assigned by supervisor
- Campus errands
- Assist with coordination of student participation on Honors field trips

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 Policies (see http://www.csustan.edu/hr/EmployeeResources/HiringStudentAssistants.html).
- Must be a federal workstudy recipient. Click here for more information on how to apply: https://www.csustan.edu/financial-aid-scholarships/work-study-employment
- Ability to respond accurately to routine inquiries and explain standard policies and procedures.
- Pleasant, engaged demeanor
- Effective, personable communication skills
- Working knowledge of Microsoft Office, search engines, computer applications (preferred)
- Knowledge of campus (locations/offices/services/deadlines) or capacity to learn quickly
- Prior office experience helpful (preferred)
- Ability to maintain confidentiality and personal distance when appropriate
- Self-motivation to complete tasks in a timely, effective manner
- Ability to ask questions when the need arises

SALARY: $9.00 – $9.50/hour (Depending on experience)

APPLICATION DEADLINE: 09/01/15 Screening will begin immediately

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:

Becky Temple
University Honors Program, Innovative Center, Room A
One University Circle · Turlock, CA 95382
Phone: (209) 667-3180
Email: btemple@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. 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 HIRE 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

08/24/15 posted