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

**POSITION:** Clerical Assistant  
One temporary hourly-intermittent position available on or after 8/24/2015 and ending on or before 5/31/2016 in Mathematics.

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

- General Clerical duties; answering the phones efficiently and routing inquiries to the appropriate person. Ability to follow simple directions. Inventory supplies and make a list of items that need to be re-ordered. Assist with both incoming and outgoing mail distribution and with campus errands. Assist with filing and creating new files. Assist in logistics for set-up and storing materials, especially rooms S 108 and S125. Assist professors with making copies of handouts. Assistance with correspondence and mailing.
- 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.
- No Freshmen can apply first semester.
- Must meet all other eligibility requirements per the Student Employment Policies (see http://www.csustan.edu/hr/EmployeeResources/HiringStudentAssistants.html).
- Experience/ Skills Desired: Experience/ Skills Desired: Familiarity with Microsoft Office (Word, Excel and PowerPoint) and other computer programs. Ability to utilize office equipment (copy machine, fax, scanner, etc.), follow written and verbal instructions. Effective communication skills, good telephone etiquette, and ability to work under pressure with numerous interruptions. Ability to work independently. Dependable and able to follow-through on assignments.

**SALARY:** $9.00 per hour.

**APPLICATION DEADLINE:** 9/30/2015

**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:

Melanie Myers  
Department of Mathematics  
Mathematics, Science I, S107  
One University Circle · Turlock, CA 95382  
Phone: (209) 667-3461  
Email: mmyers1@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, GENDER, GENDER IDENTITY, GENDER EXPRESSION, MARITAL STATUS, 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. CLOVER ACT: IN COMPLIANCE WITH THE JEANNE CLOVER 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

8/24/2015