WORK-STUDY STUDENT

EMPLOYMENT OPPORTUNITY

(On Campus Work Study)

POSITION: Clerical Assistant

JOB NUMBER:
One temporary hourly- intermittent position(s) available on or after 08/24/2015 and ending on or before 05/31/2016 in the Master of Business Administration.

DUTIES: Under the supervision of Claudia Manzo, this position will perform duties to include, but not limited to:
- General Clerical duties; Assist with front line communication, greet visitors timely and professionally. Pick up and distribute mail and make on campus deliveries as needed. Answer the phone accurately take messages or direct calls as needed. Data entry, filing, and clerical projects (such as organizing and creating binders/files). Scanning, copying, shredding, and faxing documents as needed. Perform duties requiring a strong attention to detail (such as proof reading documents, creating flyers, maintain list, etc.). Occasionally assist other CBA Departments and Dean’s Office.
- Perform other duties or projects as assigned.

QUALIFICATIONS:
- Experience/Skills Desired. Demonstrated excellent verbal/written communication, listening, including the utilization of proper grammar and spelling. Good customer service skills. Ability to respond calmly and professionally to pressure. Ability to maintain a high level of confidentiality. Intermediate skills in MS Word and Excel. Basic skills in other computer programs (including Power Point and Publisher are preferred). Dependable and punctual.
- Must meet all other eligibility requirements per the Student Employment Policies (see http://www.csustan.edu/hr/EmployeeResources/HiringStudentAssistants.html). Current enrollment in California State University, Stanislaus matriculated classes. (Extended Education classes do not qualify.)
- The successful candidate must be fingerprinted and successfully pass a background check, which may include checks of employment records, criminal records, civil records, and motor vehicle records.

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:

Claudia Manzo
Master of Business Administration
DBH Building, Room 209
One University Circle - Turlock, CA 95382
Phone: (209) 667-3280
Email: cmanzo1@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) 735-2829 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-355_ED.Ed4.24.14.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/ uphold/pages/campuscrimestatistics/index.html

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

(8/11/15)