STUDENT ASSISTANT
EMPLOYMENT OPPORTUNITY
(Non-Work Study)

POSITION: COMPUTER LAB ASSISTANT

One (1) temporary hourly-intermittent position available on or after August 24, 2015 and ending on or before June 30, 2016 in the Office of Information Technology. Possibility of rehire based on performance, department needs, and budget.

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

- Monitor computer lab usage.
- Assist students with computer-related and/or technical questions.
- Keep computer labs clean and organized.
- Monitor paper and toner supply.
- 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.

Must meet all other eligibility requirements per the Student Employment Policies (see http://www.csustan.edu/hr/EmployeeResources/HiringStudentAssistants.html).

Must meet eligibility requirements to work as a Student Assistant per Student Employment Policies.

Experience with computer software/hardware.

Knowledge of Microsoft Office.

Advanced technical background/proficiency a plus.

Good interpersonal skills.

SALARY: $9.00 per hour.

APPLICATION DEADLINE: OPEN UNTIL FILLED

APPLICATION PROCEDURE: Qualified candidates should submit: 1) a completed Student Assistant Employment Application (download at http://www.csustan.edu/hr/Employment_Opportunities/Student/index.html), 2) resume, and 3) available work schedule via email or in person to:

Huy Phan
Computer Lab Manager
Library 145H
One University Circle · Turlock, CA  95382
(209) 667-3544
hphan@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: http://www.csustan.edu/upd/pages/campuscrimestatistics/index.html.

Information contained in this announcement may be subject to change without notice  8/25/15