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

POSITION: Clerical Work-Study Student only. One temporary hourly-intermittent position available on or after September 8, 2015 and ending on or before May 25, 2016 in Teacher Education.

DUTIES: This position will perform duties to include, but not limited to:
- Answering inquiries and routing to the appropriate personnel.
- The ability to follow simple directions.
- Communicate our programs and services to the general public and students.
- Assist with incoming/out-going mail distribution and run campus errands.
- Assist staff with faxing, scanning and copying.
- Assist faculty with projects for instructional purposes and program needs.
- Assist in logistics for set-up and clean-up for various department meetings and interviews.
- 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).
- Working knowledge of English grammar, spelling and punctuation.
- Effective communication skills; follow written and verbal instructions.
- Knowledge of PC’s and Microsoft Office applications (Word, Excel, etc.)
- Possess accurate typing/work processing skills.
- Basic knowledge of office procedures including proper telephone etiquette.
- Must be reliable, responsible, punctual, and dress appropriately.
- The successful candidate must be fingerprinted and successfully pass a background check, which may include checks of employment records, education records, criminal records, civil records, motor vehicle records, and sexual offender registry records prior to starting work.)

SALARY: $9.50 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 or in-person] to:

Esther Villa, Office Coordinator
Teacher Education, DBH 330
One University Circle · Turlock, CA 95382
Phone: (209) 667-3367
Email: (evilla@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, 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/UPD/PAGES/CAMPUSCRIMESTATISTICS/IND...