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

POSITION: Office Clerical Assistant

DUTIES: Under the supervision of the Tutoring Center Director, this position will perform duties to include, but not limited to:

• Provide support to the Tutoring Center Director with various clerical tasks related to tutoring services.
• Data entry, maintain/update files, making phone calls as needed, and light internet research.
• Errands/deliveries to other campus offices on behalf of the Tutoring Center.
• Preparation/maintenance/disposal of documents, records, handouts and files.
• Provide support and coverage for Tutoring Center front desk including greeting and directing students, answering phone lines for the Tutoring and Writing Centers.
• Perform other duties or projects as assigned.
• Assisting students that apply for tutoring services using online applications.

QUALIFICATIONS
• Experience/ Skills Desired: candidate is expected to adhere to professional standards including, maintaining confidentiality, promptness, attendance, and office etiquette. Must have excellent communication skills both orally and in writing. Ability to work within a team environment is preferred. Experience in Microsoft Excel, Word and Power Point preferred. Experience operating standard office equipment preferred.

• Current enrollment in California State University, Stanislaus matriculated classes. (Extended Education classes do not qualify.)

SALARY: $9.00 per hour.

Application Deadline: (Until position is 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:
Louisa Herrera  
Tutoring Center, L-112  
One University Circle · Turlock, CA 95382  
Phone: (209) 667-3642  
Email: (loherrera@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](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: [WWW.CSUSTAN.EDU/UPD/PAGES/CAMPUSCRIMESTATISTICS/INDEX.HTML](http://www.csustan.edu/upd/pages/campuscrimestatistics/index.html)

INFORMATION CONTAINED IN THIS ANNOUNCEMENT MAY BE SUBJECT TO CHANGE WITHOUT NOTICE  
(insert date posted)