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

POSITION: Operations Assistant

JOB NUMBER: One temporary hourly-intermittent position(s) available on or after 09/14/2015 and ending on or before 05/31/2016 in the University Police Department.

DUTIES: Under the supervision of Francisco Peña, this position will perform duties to include, but not limited to:

- Assist with creation and documentation of systems and processes.
- Coordinate and monitor equipment repairs.
- Provide operational support for software applications and data requests.
- Provide user level technical support for software and hardware.
- Assist with end user system updates and monitoring.
- Collect and report data for Management reporting
- Answer telephone and accurately take messages and/or direct calls as needed.
- Assist with data collection.
- Perform other duties or projects as assigned.

QUALIFICATIONS:
- Experience/ Skills Desired: Undergraduate students must be registered/enrolled in a minimum of six (6) Fall/Spring units. Post-baccalaureate student must be registered in a minimum of four (4) Fall/Spring units in a graduate program. Excellent writing and note taking skills, experience with Microsoft Office products, FileMaker, and Adobe Suite.
- Possess excellent customer service skills, motivation, dependability, punctuality and a positive attitude.
- Ability to take directions and be punctual be able to work with minimal supervision.
- Basic troubleshooting of computer software and hardware.
- Ability to maintain confidentiality.
- Preferred: experience within a professional customer services related setting preferred.
- 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: $10.00 per hour

APPLICATION DEADLINE: 09/21/2015

APPLICATION PROCEDURE: Qualified candidates should submit Resume, copy of class schedule, and a completed Student employment application (download electronic application https://www.csustan.edu/hr/employment-opportunities/student-assistants) via [email / mail / in-person] to:

Francisco Peña
University Police Department
One University Circle - Turlock, CA 95382
Phone: (209) 667-3114
Email: fpena1@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: WWW.CSUSTAN.EDU/UPD/PAGES/CAMPUSCRIMESTATISTICS/index.html

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

08/11/15