California State University, Stanislaus is continually building a pool of persons interested in temporary hourly-intermittent employment to work Fall and Spring semesters at the CSU Stanislaus-Stockton Center. Hours are flexible and typically range from 10 to 20 hours per week. Positions are available on or after July 1, 2015 and will end on or before June 30, 2016. Possibility of reappointment based on budget, department needs, and job performance.

**ESSENTIAL DUTIES:** Under the general supervision of the Interim Dean of Stockton Center and the lead direction of the Distant Learning Services Coordinator, this position handles the daily routine for distance learning classes and will perform the following duties, to include, but are not limited to:

- Open rooms prior to start of classes; start up and operate audio/video equipment (LCD monitor, microphones, VCR, DVD, & remote control) and answer student questions about basic operation of same.
- Perform basic troubleshooting of audio/video equipment; load paper & toner in printers as needed.
- Maintain order in classroom and inform students of all site regulations including prohibition of food, drink, or smoking.
- Process and route class materials (syllabi, homework, tests); ensure that test materials are available to students in a timely fashion.
- Proctor examinations and collect and log tests at end of class; maintain security and confidentiality of all student materials; ensure class rosters are signed and properly completed.
- Close classrooms at the end of the day; notify on-site staff of any problems in the classrooms.
- Perform other duties as assigned.

**QUALIFICATIONS:**

- High school diploma or equivalent
- Demonstrated experience in office or academic setting and knowledge of office procedures and practices
- 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.

**SPECIALIZED SKILLS AND ABILITIES:**

- One year experience working in an educational environment or equivalent, preferred.
- Knowledge of university policies and procedures, preferred.
- General understanding of computer usage (both PC & Mac) and peripherals, preferred.
- Experience with presentation methods and software such as PowerPoint, preferred.
- Ability to be punctual and maintain scheduled hours.
- Knowledge of audio/video equipment and systems.
- Demonstrated professional work ethic.
- Ability to follow instructions both written and oral to complete work assignments.
- Ability to respond to routine inquiries, understand and solve simple classroom-related problems.
- Fundamental writing and verbal skills sufficient to effectively communicate in a diverse, multicultural work environment.
- Maintain friendly and courteous demeanor in the work environment.

**HOURLY RATE RANGE:** $9.00 per hour.

**POSITIONS ARE OPEN UNTIL FILLED. SCREENING OF APPLICATIONS TO BEGIN IMMEDIATELY.**

**APPLICATION PROCEDURE:** To be considered, qualified candidates must submit a completed CSUS employment application, résumé, and cover letter (download electronic application at [http://www.csustan.edu/hr/Employment_Opportunities/StaffIndex.html](http://www.csustan.edu/hr/Employment_Opportunities/StaffIndex.html)) to:

California State University, Stanislaus · Human Resources Department
Mary Stuart Rogers Educational Services Gateway Building, Suite 320 (3rd Floor)
One University Circle · Turlock, CA 95382

For questions, please contact Mr. Steve Hamer at (209) 664-4457

A background check (which may include: checks of employment records, education records, criminal records, civil records, motor vehicle records, professional licenses, and sex offender registries, as position requires) must 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.


**THE INDIVIDUALS WHO APPEAR TO BE THE BEST QUALIFIED FOR THIS POSITION WILL BE CONTACTED BY TELEPHONE FOR AN INTERVIEW.**

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.


Information contained in this announcement may be subject to change without notice.