CALIFORNIA STATE UNIVERSITY
Stanislaus

STUDENT ASSISTANT EMPLOYMENT OPPORTUNITY
(Non-Work Study)

STOCKTON CENTER (ONLY)

POSITION: Stockton Center Student Office Assistant **JOB NUMBER: #SA-4213**

Temporary hourly-intermittent position available on or after June 5, 2017 and ending on or before May 16, 2018 for the Stockton Center. Possibility of rehire based on performance, department needs, and budget.

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

- The student office assistant provides clerical support to the Assistant to the Dean at the Stockton Center.
- Provides assistance with planning and preparation for student services and events. Provides customer service at the front desk (Enrollment Services) at the Stockton Center. The office assistant serves as backup for the front desk staff member.
- Serves as a backup to cover shifts as needed for the Library Access Center.
- 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).
- Customer service experience in a higher education setting preferred. Must have good customer service, strong communication skills and the ability to follow established policies and procedures. Strong computer knowledge and familiar with Microsoft Office (Word, Excel, PowerPoint, and Publisher), Microsoft Outlook and Internet navigation.
- Ability to utilize office equipment and follow written and verbal instructions. Must be reliable, dependable and able to work under minimal supervision.
- To maintain confidentiality of all student information and follow established policies and procedures of the California State University, Stanislaus.
- 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: $11.50 per hour
APPLICATION DEADLINE: July 31, 2017

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

Christine Snyder
CSU Stanislaus Stockton Center
612 E. Magnolia Street, Stockton, CA 95202
Phone: (209) 513-9402
Email: csnyder@csustan.edu

A background check (which includes checks of employment records, education records, criminal records, civil records; and *may* include 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.

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

THE ANNUAL CAMPUS SECURITY AND FIRE REPORT INCLUDES STATISTICS FOR THE PREVIOUS THREE YEARS CONCERNING REPORTED CRIMES THAT OCCURRED ON CAMPUS; IN CERTAIN OFF-CAMPUS BUILDINGS OR PROPERTY OWNED OR CONTROLLED BY STANISLAUS STATE; AND ON PUBLIC PROPERTY WITHIN, OR IMMEDIATELY ADJACENT TO AND ACCESSIBLE FROM THE CAMPUS. THE REPORT ALSO INCLUDES INSTITUTIONAL POLICIES CONCERNING CAMPUS SECURITY, SUCH AS ALCOHOL AND DRUG USE, CRIME PREVENTION, THE REPORTING OF CRIMES, SEXUAL ASSAULT AND, CAMPUS FIRE STATISTICS. YOU CAN OBTAIN A COPY OF THIS REPORT AT: HTTPS://WWW.CSUSTAN.EDU/UPD/CRIME-STATISTICS. TO REQUEST A PRINTED COPY CALL: (209) 667-3572; FAX: (209) 667-3104; OR EMAIL: PUBLIC_SAFETY@CSUSTAN.EDU. INFORMATION REGARDING CAMPUS SECURITY REPORTS AT OTHER LOCATIONS CAN BE FOUND AT: HTTP://OPE.ED.GOV/SECURITY/. 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.

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 (01/2016)