CALIFORNIA STATE UNIVERSITY
Stanislaus

STUDENT ASSISTANT EMPLOYMENT OPPORTUNITY
(Non-Work Study)

POSITION: Peer Mentor **JOB NUMBER: SA-6007**

One temporary hourly-intermittent position available on or after August 1, 2019 and ending on or before May 29, 2019 for the Student Support Services Department. Possibility of rehire based on performance, department needs, and budget.

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

- Assist in the improvement of Financial Literacy via variety of workshops/Peer Mentor sessions.
- Assist staff as needed.
- Assist students with SSS Scholarship Application.
- Assist with S2S New Student Orientation.
- Contact and set up student appointments in Microsoft Outlook.
- Assist with and facilitate class presentations on SSS services (Outreach).
- Assist with and facilitate skill enhancement workshops.
- Assist with creating flyers for upcoming workshops/events.
- Assist with creating a Monthly Calendar of Events for program participants.
- Assist with documenting student contacts in Student Access Database.
- Assist and facilitate program admission process.
- Assist SSS achieve program Goals/Objectives.
- Maintain consistent student contact.
- Provide Computer Lab support.
- Provide office coverage when possible.
- Assist with reserving workshop locations via 25Live.
- Assist and set-up information tables at campus events.
- Assist with updating bulletin boards inside and outside the office area.
- Use email/phone to notify SSS participants of SSS events and Activities. Perform all 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 https://www.csustan.edu/hr/student-employment).
- Demonstrates excellent interpersonal and communication skills.
- Demonstrates excellent personal study habits.
- Demonstrates problem-solving and critical thinking skills.
- Demonstrates strong leadership and motivational skills.
- Must be an undergraduate CSU Stanislaus student.
- Must be capable of exercising independent, sound judgment and able to assess student emergencies.
- Demonstrates experience with Microsoft Office.
- Must be sensitive to the needs of low income, first generation students.
- Demonstrates and maintains cumulative 2.5 or higher grade point average.
- SSS active participant preferred but not required.

SALARY: $12.00 per hour

APPLICATION DEADLINE: Open Until Filled

APPLICATION PROCEDURE: Qualified candidates must: 1) a completed Student Assistant Employment Application (download at https://www.csustan.edu/hr/student-employment/job-opportunities), 2) Résumé 3) Cover Letter 4) Available Work Schedule and submit via email to:

Mr. Jesus Verdugo
Student Support Services
MSR 245
One University Circle · Turlock, CA 95382
Phone: (209)664-6709
Email: jverdugo@csustan.edu

Satisfactory completion of 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) is required for employment. CSU will make a conditional offer of employment, which may be rescinded if the background check reveals disqualifying information, and/or it is discovered that the candidate knowingly withheld or falsified information. Failure to satisfactorily complete the background check may affect the continued employment of a current CSU employee who was conditionally offered 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

PURSUANT TO THE JEANNE CLERY DISCLOSURE OF CAMPUS SECURITY POLICY AND CAMPUS CRIME STATISTICS ACT, THE ANNUAL SECURITY REPORT (ASR), IS NOW AVAILABLE FOR VIEWING AT HTTPS://WWW.CSUSTAN.EDU/ANNUAL-CAMPUS-SECURITY-REPORT. THE ASR CONTAINS THE CURRENT SECURITY AND SAFETY-RELATED POLICY STATEMENTS, EMERGENCY PREPAREDNESS AND EVACUATION INFORMATION, CRIME PREVENTION AND SEXUAL ASSAULT PREVENTION INFORMATION, AND DRUG AND ALCOHOL PREVENTION PROGRAMMING. THE ASR ALSO CONTAINS STATISTICS OF CLERY ACT CRIMES FOR STANISLAUS STATE FOR THE PREVIOUS THREE YEARS. A PAPER COPY OF THE ASR IS AVAILABLE UPON REQUEST BY CONTACTING THE OFFICE OF THE CLERY DIRECTOR LOCATED AT ONE UNIVERSITY CIRCLE, TURLOCK, CA 95382, OR BY CALLING 209-667-3572.

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 6/19/2019