

# California State University, Fresno Foundation

## STUDENT ASSISTANT – AUXILIARY HUMAN RESOURCES

JOB ANNOUNCEMENT #18-924

<b>POSITION:</b>	<b>Student Assistant</b> – Part-time, temporary position available for the California State University, Fresno Auxiliary Human Resources Office. Must be enrolled for the upcoming semester at California State University, Fresno in at least 6 units (undergrad) or 4 units (grad). The position will be approximately 20 hours per week during the semester and may increase during summer and winter breaks. Regular office hours are Monday through Friday from 8:00 am – 5:00 pm during the semester and 7:00 am – 3:30 pm during the summer.
<b>ESSENTIAL JOB FUNCTIONS:</b>	Under the supervision of the Human Resources Director, the incumbent will perform a wide variety of clerical tasks and provide administrative support to the Human Resources and Payroll staff. Typical responsibilities include but are not limited to: <ul style="list-style-type: none"> <li>• Heavy data entry</li> <li>• Filing</li> <li>• Providing customer service to a diverse population including Fresno State students, Faculty/Staff and non-Fresno State employees</li> <li>• Assisting the Payroll department which may include: communicating with employees/Project Directors regarding discrepancies, verifying forms, alphabetizing and check stuffing</li> <li>• Assembling orientation/new hire materials including background check forms, drug screen authorizations and live scan appointments</li> <li>• Answering telephones, operating office equipment (i.e. copier, shredder and fax)</li> <li>• Issuing parking permit authorizations</li> <li>• Completing employment verification requests</li> <li>• Providing coverage for the reception desk as needed</li> <li>• Special projects or other duties as assigned</li> </ul>
<b>QUALIFICATIONS &amp; EXPERIENCE:</b>	<i>To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.</i> <ul style="list-style-type: none"> <li>• High School diploma or equivalent. Must be enrolled for the upcoming semester at California State University, Fresno in at least 6 units (undergrad) or 4 units (grad)</li> <li>• Six (6) months general office/clerical experience including proficiency in Microsoft Office</li> <li>• Valid Driver’s License as driving may be a requirement of the position</li> <li>• Knowledge of and ability to use a variety of office equipment</li> <li>• Ability to be a “team player” and have a record of good attendance</li> <li>• Ability to exercise good judgment and discretion when handling sensitive and confidential information</li> <li>• Must be highly flexible and able to adjust priorities under the pressure of deadlines and frequent interruptions</li> <li>• Ability to work in a fast pace work environment</li> <li>• Strong attention to detail and organizational skills</li> <li>• Must be self-motivated and capable of independent thinking</li> <li>• Excellent interpersonal skills including written and oral communication</li> <li>• Ability to work with and maintain cooperative relationships with a diverse population</li> <li>• Professional demeanor</li> </ul>
<b>COMPENSATION:</b>	\$11.00 per hour.
<b>DEADLINE:</b>	<b>Application review begins April 25, 2018. Open until filled.</b>
<b>TO APPLY:</b>	<b>Please visit the Auxiliary Human Resources page at: <a href="http://www.auxiliary.com">www.auxiliary.com</a> for job announcement and application. Applications may be mailed, emailed, faxed or delivered in person to:</b>  California State University, Fresno Auxiliary Human Resources 2771 E. Shaw Avenue Fresno, CA 93710      Fax: (559) 278-0988  Application & resume may be e-mailed to: <a href="mailto:HRAUX@LISTSERV.csufresno.edu">HRAUX@LISTSERV.csufresno.edu</a>

## **RESUMES WILL NOT BE ACCEPTED WITHOUT A COMPLETED APPLICATION**

*California State University, Fresno is a smoke free campus. For more information, please click <http://fresnostate.edu/adminserv/smokefree/index.html>  
Employment for this position is by the California State University, Fresno Foundation. This is not a State of California position.*

**AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY/ADA EMPLOYER**