

California State University, Fresno Foundation

STUDENT ASSISTANT – DEPARTMENT OF VITICULTURE AND ENOLOGY JOB ANNOUNCEMENT #18-969

POSITION SUMMARY:	Part-time, temporary position available for the California State University, Fresno Viticulture and Enology program through the California State University, Fresno Foundation. The position will be approximately 10-15 hours per week beginning in October 2018. Project completion expected within 3-4 months. Employment beyond this timeline will be based on funding and performance. Under the supervision of the Program Specialist: Outreach & Event Coordinator, the Student Assistant will be assigned to work on a special project, the Viticulture and Enology alumni and industry contact list. He/she will be responsible for researching and accurately recording the most current information available for each individual using technology, social and professional networking sites, phone skills, and personal inquiries, and performing other related duties as assigned. The student must have excellent clerical and communication skills, a positive work ethic, and superior time-management skills. He/she is expected to follow instructions, manage routine tasks with minimal supervision, and work cooperatively with his/her supervisor, department faculty, staff, students, alumni, the campus community, and the public.
ESSENTIAL JOB FUNCTIONS:	Under the general supervision of the Program Specialist, the incumbent will be responsible for the following duties but are not limited to: <ul style="list-style-type: none"> • Self-motivated, good attendance, and ability to work in block hours • Experience with Microsoft Office applications, including Excel spreadsheets • Experience with Google Apps (Gmail, drive, etc.) • Experience with social and professional networking sites (including Facebook, LinkedIn) • Attention to detail, including keyboarding and data entry with accuracy • Good grammar, excellent oral and written communication skills • Friendly and polite, including the ability to convey information over the phone and in person • Ability to follow instructions, work effectively in a deadline driven environment, and provide progress reports • Ability to maintain confidentiality • Other duties as assigned
QUALIFICATIONS & EXPERIENCE:	<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"> • High School diploma or equivalent • Must be an undergraduate student and enrolled in at least six (6) units or a graduate student enrolled in at least four (4) units • At least one (1) year of work experience in an office setting, preferred
COMPENSATION:	\$12.00 - \$15.00 per hour, depending on experience
DEADLINE:	Application review begins on October 17, 2018; Open until filled.
TO APPLY:	Please visit the Auxiliary Human Resources page at: www.auxiliary.com to locate and print job application or obtain employment application at: 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: HRAUX@LISTSERV.csufresno.edu

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.*

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