

California State University, Fresno Foundation

STUDENT ASSISTANT – EDUCATIONAL TALENT SEARCH

JOB ANNOUNCEMENT #18-923

POSITION & SUMMARY:	<p>STUDENT ASSISTANT - Part-time (approximately 12-20 hours per week), position with the Educational Talent Search (ETS) Program through the California State University, Fresno Foundation. Educational Talent Search (ETS) Programs are federally funded programs designed to expose students and staff leadership opportunities by providing academic services to first-generation and/or low-income college bound high school students. ETS provides students with the necessary support and assistance to persist in high school and encourage and motivate them to enroll into a post-secondary institution. During the summer, ETS provides students with academic skills development and career exploration. Students will also develop leadership and team building skills.</p>
ESSENTIAL JOB FUNCTIONS:	<p>Under the supervision of the Administrative Assistant and the Program Director, the Student Assistant will be responsible for the following. Typical duties include, but are not limited to the following:</p> <ul style="list-style-type: none"> • Assist in the coordination of the academic year and preparation of summer component • Assist with extensive data entry • Assist Administrative Assistant with general office duties including; filing, answer phones, and make copies • Assist with Summer Residential Program Staff • Be available and willing to work evenings and weekends when needed • Carry out other assignments as delegated by permanent staff
QUALIFICATIONS & EXPERIENCE:	<p><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 minimum knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.</i></p> <ul style="list-style-type: none"> • Must be at least an undergraduate student in second year of college and enrolled in at least six (6) units or a graduate student enrolled in at least three (3) units at Fresno State. • Computer literate in Microsoft Office (Word, Excel, PowerPoint), email, database, and other software • Possess excellent oral and written communication in the English language • Bilingual skills desired • Good customer service, leadership and interpersonal skills • Must demonstrate sensitivity towards students from diverse cultural and socioeconomic backgrounds
COMPENSATION:	\$12.00 per hour
DEADLINE:	Application review begins immediately. Open until filled.
TO APPLY:	<p>Please visit the Auxiliary Human Resources page at: www.auxiliary.com for job announcement and application. Application, resume and school schedule may be mailed, emailed, faxed or delivered in person to:</p> <p style="text-align: center;"> Auxiliary Human Resources California State University, Fresno 2771 E. Shaw Ave. Fresno, CA 93710 Fax: (559) 278-0988 </p> <p>E-mail completed application & resume to: HRAUX@LISTSERV.csufresno.edu</p>

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