

California State University, Fresno Foundation

STUDENT ASSISTANT – UNIVERSITY ADVANCEMENT JOB ANNOUNCEMENT #17-840

POSITION SUMMARY:	<p>Part-time position available for the Office of the Vice President for University Advancement. Applicant must be able and willing to work 20 hours per week. Preferred schedule would be as follows:</p> <p>Summer 2017: 7/14/17 - 7/28/17 8:00 a.m. to 5:00 p.m. 7/31/17 - 8/4/17 - 20 hours per week (schedule to be determined upon availability of both students) 8/7/17 - 8/22/17 - 20 hours per week</p> <p>Fall 2017: Tuesday's and Thursdays - 8:00 a.m. to 5:00 p.m. Friday - 8:00 a.m. to 12:00 p.m.</p>
ESSENTIAL JOB FUNCTIONS:	<p>The Student Assistant will be responsible for:</p> <ul style="list-style-type: none"> • Answering phones for the Office of the Vice President for University Advancement • Filing and copying • Opening and sorting incoming mail • Receiving and directing guests • Logging reimbursements • Maintaining supply inventory • Running errands • Other clerical and miscellaneous duties as assigned
POSITION REQUIREMENTS:	<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 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"> • High school diploma or equivalent required • Must be currently enrolled as a student at California State University, Fresno in at least six (6) units (undergrad) or four (4) units (grad) • Must be familiar with Microsoft Office applications, have good clerical and customer service related skills, and be willing to work in a fast paced environment • Familiar with Google (email, calendar, drive, docs, sheets and contacts) • Required experience: Microsoft Excel and Microsoft Word • Ability to: communicate effectively both orally and in writing; work effectively in a multi-task and deadline driven environment; work politely and effectively with the public, co-workers, and others; maintain confidentiality
COMPENSATION:	\$10.50 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. Applications may be mailed, emailed, faxed or delivered in person to:</p> <p style="padding-left: 40px;">California State University, Fresno Auxiliary Human Resources 2771 E. Shaw Ave. (there is no suite number) Fresno, CA 93710 Fax: (559) 278-0988</p> <p style="padding-left: 40px;">E-mail completed application & resume to: HRAUX@LISTSERV.csufresno.edu</p>

RESUMES WILL NOT BE ACCEPTED WITHOUT A COMPLETED APPLICATION

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