# Student Assistant – Auxiliary Services

## Job Announcement #14-725

**Position:** Student Assistant – Part-time, position available for the California State University, Fresno Auxiliary Services 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.

## Essential Job Functions:
Under the supervision of the Administrative Coordinator and Executive Secretary, the incumbent will perform a wide variety of clerical tasks. Typical responsibilities include but are not limited to:

- Data entry
- Filing
- Assembling meeting packets
- Answering telephones, operating office equipment (i.e. copier, shredder and fax)
- Preparing payment authorizations and other forms as needed
- Preparing information for mailing utilizing mail merge
- Providing coverage for Fresno State Association’s main reception desk as needed
- Special projects or other duties as assigned

## Qualifications & Experience:
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.

- 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)
- Knowledge of and ability to use a variety of office equipment
- Ability to be a “team player” and have a record of good attendance
- Ability to exercise good judgment and discretion when handling sensitive and confidential information
- Must be highly flexible and able to adjust priorities under the pressure of deadlines and frequent interruptions
- Ability to work in a fast pace work environment
- Strong attention to detail and organizational skills
- Must be self-motivated and capable of independent thinking
- Excellent interpersonal skills including written and oral communication
- Ability to work with and maintain cooperative relationships with a diverse population
- Professional demeanor
- Prefer mail merge experience

## Pay Rate:
$9.00 per hour

## Deadline:

## To Apply:
Visit the Human Resources page on [www.auxiliary.com](http://www.auxiliary.com) for job announcement and application.

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

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**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.*

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