

Job Announcement

Student Assistant

Program	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.
Summary:	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.
Essential Job Functions:	Under the supervision of the Administrative Assistant and the Program Director, the Program Assistant will be responsible for the following. Typical duties include, but are not limited to the following: <ul style="list-style-type: none"> • Assist with extensive data entry. • Assist Administrative Assistant with general office duties including; filing, answer phones, and make copies. • May assist in the coordination of the academic year and preparation of summer component. • May be asked to 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.
Position Requirements:	<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"> • Must be enrolled for the upcoming semester at California State University, Fresno in at least 6 units (undergrad) or 4 units (grad), with at least two (2) years of college experience • 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
Salary:	\$12.00 per hour, depending on experience.
Deadline:	April 26, 2019 by 4:30 pm
To Apply:	Application must be submitted through HireTopDogs visit www.fresnostate.edu/studentaffairs/careers and click on the HireFresnoState Student Log in Link. Resume and school schedule must be included. For questions or for more information contact us at: Educational Talent Search at Fresno State University Center #127 5240 N. Jackson MS UC59 Fresno, CA 93740-8023 Phone: 559.278.2276 Fax: 559.278.2322

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

Educational Talent Search is a department within the Division of Student Affairs and Enrollment Management.