

California State University, Fresno Foundation

STUDENT ASSISTANT – AUXILIARY HUMAN RESOURCES

JOB ANNOUNCEMENT #18-984

POSITION:	Student Assistant – Part-time, temporary position available for the California State University, Fresno Auxiliary Human Resources 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 Human Resources Director, the incumbent will perform a wide variety of clerical tasks and provide administrative support to the Human Resources and Payroll staff. Typical responsibilities include but are not limited to: <ul style="list-style-type: none"> • Heavy data entry • Filing • Providing customer service to a diverse population including Fresno State students, Faculty/Staff and non-Fresno State employees • Assisting the Payroll department which may include: communicating with employees/Project Directors regarding discrepancies, verifying forms, alphabetizing and check stuffing • Assembling orientation/new hire materials including background check forms, drug screen authorizations and live scan appointments • Answering telephones, operating office equipment (i.e. copier, shredder and fax) • Issuing parking permit authorizations • Completing employment verification requests • Providing coverage for the reception desk as needed • Special projects or 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 enrolled for the upcoming semester at California State University, Fresno in at least 6 units (undergrad) or 4 units (grad) • Six (6) months general office/clerical experience including proficiency in Microsoft Office • Valid Driver’s License as driving may be a requirement of the position • 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
COMPENSATION:	\$12.00 per hour.
DEADLINE:	Application review begins immediately. Open until filled.
TO APPLY:	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: 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.

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY/ADA EMPLOYER