

California State University, Fresno Foundation

STUDENT ASSISTANT - CENTRAL CALIFORNIA EDUCATIONAL OPPORTUNITY CENTER (CCEOC) JOB ANNOUNCEMENT #18-982

POSITION SUMMARY:	<p>Part time (20 hours per week), non-benefited position with Central California Educational Opportunity Center (CCEOC), a federally funded TRIO project through the California State University, Fresno Foundation. Under the supervision of the Administrative Coordinator, the student assistant provides clerical support to the operation of the project.</p>
ESSENTIAL JOB FUNCTIONS:	<p>Under the supervision of the Administrative Coordinator, the Student Assistant's typical duties include, but are not limited to, the following:</p> <ul style="list-style-type: none"> • Assist with data entry of participants' college admission application on a timely basis for those students who do not have access to a computer or the internet. • Help with the processing and submission of financial aid application by making copies of paperwork for participant files before preparing for mailing. • Maintain participants' hard copy file system ensuring they are correctly alphabetized while adhering to the University's Confidentiality Policy. • Assist with tracking of participants' educational status utilizing national postsecondary enrollment website. • Contact by phone or email participants to inquire about their current educational status and need for additional services. • Act as receptionist when office coverage needed which includes greeting students and visitors, answering main office phone, taking and distributing messages. • Help staff with outreach activities or events, as needed to meet performance goals and serve community. • Prepare materials and/or packets for outreach activities as directed by staff with specific information based on geographical location of site. • Maintain outreach material adequately stocked and sharpen project pencils for recruitment purposes. • Develop and execute the design of bulletin boards for use at outreach events like College Nights, job and resource fairs and SAFARI. • Assist with the general cleaning and tidying up of office to ensure materials are stored properly and to eliminate potential hazardous situations. • Other 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> <p>Required:</p> <ul style="list-style-type: none"> • A high school diploma or equivalent and have a minimum of two (2) years of work experience, preferably involving clerical or office duties. • Student (full time or part time), currently enrolled in postsecondary educational program, in good standing, maintaining a 2.5 GPA or better in current courses and has the availability to work 20 hours a week. • Have general knowledge of standard office procedures, practices and expectations. • Must possess good oral and written communication skills. • Adhere to the University's Confidentiality Policy • Maintain a high level of tact and diplomacy. • Be computer literate with competent skills levels in various software applications • Able to operate standard office equipment • Have good interpersonal skills and the ability to work well with diverse populations. • Ability to follow instructions given verbally or written • Have appropriate time management skills • Be flexible with the ability to adjust work assignment priorities and work well under pressure

	<p>of deadlines.</p> <p>Preferred:</p> <ul style="list-style-type: none"> • Educational standing: Junior, Sophomore or second semester Freshman • Candidates who have been successful in overcoming disadvantages representative of the CCEOC targeted population
SALARY/BENEFITS:	\$11.00 per hour.
FILING DEADLINE:	Application review begins November 20, 2018; open until filled.
TO APPLY:	<p>Please visit our Auxiliary Human Resource web site at www.auxiliary.com for job announcement and application. Applications may be mailed, emailed, faxed or delivered in person to:</p> <p>California State University, Fresno Auxiliary Human Resources 2771 E. Shaw Avenue Fresno, CA 93710 Fax: (559) 278-0988</p> <p>Application & resume may be e-mailed 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.

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