

# California State University, Fresno Association, Inc.

## STUDENT ASSISTANT (NUTRITIONAL PROGRAM) – UNIVERSITY DINING SERVICES

JOB ANNOUNCEMENT #19-034

### POSITION

**Part-time, non-benefited position for California State University, Fresno Association – Dining Services.** This position will work approximately 20 hours per week. The Student Assistant will help to maintain the nutritional program database for University Dining Services.

### DUTIES AND RESPONSIBILITIES

The incumbent will perform a wide variety of clerical tasks and provide administrative support to staff. Typical responsibilities include but are not limited to:

- Data entry of recipes/products into the nutritional program
- Assign allergens to all recipes and products
- Verify all nutritional information in the system is correct and up to date
- Identify recipes/products that meet our standards for “well-choice” items
- Other related duties as assigned

### REQUIREMENTS

*The requirements listed below are representative of the minimum knowledge, skill, and/or ability required to perform this job successfully. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

#### **Required:**

- Must be enrolled for the upcoming semester at Fresno State in at least 6 units (undergrad) or 4 units (grad)
- Six (6) months dietetics experience
- Must have basic knowledge of food measurements and food allergens
- Knowledge of and ability to use a variety of office equipment including computer, calculator, copier/fax/scanner
- Ability to be a “team player” and have a record of good attendance
- Must be self-motivated and have strong interpersonal skills
- Excellent written and oral communication skills
- Ability to exercise good judgment and discretion
- Must be able to handle highly sensitive information in a confidential manner.
- Must be highly flexible and able to adjust priorities under the pressure of deadlines
- Ability to work with a diverse population

#### **Preferred:**

- Knowledge of various computer software programs
- Experience in basic nutrition

**EDUCATION:** High School diploma or equivalent.

**SALARY:** \$12.00 per hour

**FILING DEADLINE:** Application review begins July 12, 2019. Open until filled.

**TO APPLY:** Visit the Auxiliary Human Resources page on our web site at [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](mailto: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 Association, Inc. This is not a State of California position.*

**AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY/ADA EMPLOYER**