

California State University, Fresno Foundation

STUDENT ASSISTANT – VICE PRESIDENT FOR UNIVERSITY ADVANCEMENT (VPUA)

JOB ANNOUNCEMENT #18-988

<p>POSITION SUMMARY:</p>	<p>Part-time, student position with University Advancement through the California State University, Fresno Foundation. University Advancement Student General Office Assistants are responsible for various tasks to support the Vice President for University Advancement and staff, and serve as backup to the Campus Telephone Operator.</p> <p>The Student Assistant is responsible for various tasks in the VPUA office including answering phones, filing and copying, opening and sorting mail, logging reimbursements, maintaining supply inventories, running errands, and other clerical or miscellaneous duties as assigned. As a member of the Campus Telephone Operator backup team, the student will be responsible for incoming calls to the main campus lines. The primary purpose of this role is to direct callers to the appropriate office and answer general questions about the University.</p> <p>Schedule for the position will be Monday, Wednesday, Friday from 12:00-4:00pm and Tuesday and Thursday from 11:45-3:45pm.</p>
<p>ESSENTIAL JOB FUNCTIONS:</p>	<p>Typical duties include but are not limited to:</p> <ul style="list-style-type: none"> • Greet VPUA guests for meetings • Answer main phone lines for the VPUA office and route calls or take messages • Distribute phone messages • Fill in as back-up Campus Operator • Research contact information through the Advance Information System • Print out HAAK Video Conference Room #4172 daily calendar • Log, copy, and file account applications and reimbursements • Monitor office supply inventory, and order supplies as needed • Log Sparkletts payments and water deliveries • Create file folders and binders • Mail bag distribution • Shred items in the recycle bins and clean out • Print, copy, sort, and staple various projects as requested • Maintain printed and digital files for VPUA • Assist with special office projects for VPUA team members • Deliver and/or retrieve items and perform errands across campus • Schedule and deliver birthday cards each month for VP • Prepare and submit timesheet and requests for time off • Other special projects and duties as assigned
<p>QUALIFICATIONS & EXPERIENCE:</p>	<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> <ul style="list-style-type: none"> • Must be currently enrolled as a student at California State University, Fresno in at least six (6) units (undergrad) or four (4) units (grad) • Basic knowledge and ability in Microsoft Office (Word, Excel, PowerPoint) and Adobe Acrobat. • Basic knowledge and ability with Google email, calendar, sheets, docs. • Must have effective oral communication skills and be able to speak clearly on the phone and in person. • Ability to type, hand write, and compose written communications clearly and effectively. • Ability to compose sentences and paragraphs to convey written information effectively. • Must be able to work collaboratively in a team environment with staff and students, with multiple and/or competing priorities.

	<ul style="list-style-type: none"> • Ability to learn Advance Information System (training provided). • Ability to comply with the Division of University Advancement, Student Work Performance Guidelines.
COMPENSATION:	\$12.00 per hour for an undergraduate student or \$13.00 for a graduate student.
DEADLINE:	Application review begins immediately; open until filled.
TO APPLY:	<p>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:</p> <p>California State University, Fresno Auxiliary Human Resources 2771 E. Shaw Ave. (there is no suite number) Fresno, CA 93710 Fax: (559) 278-0988</p> <p>E-mail completed application & resume 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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