California State University, Fresno Foundation

STUDENT ASSISTANT – FOUNDATION FINANCIAL SERVICES

JOB ANNOUNCEMENT #18-985

POSITION SUMMARY:	**Part-time position available for the Foundation Financial Services.** Applicant must be able and willing to work a maximum of 20 hours per week during the academic year. A maximum of 40 hours per week is available during the summer break, depending on department needs. The Student Assistant will work with the campus community to provide customer service with grants, contracts, trusts, and scholarships. Regular office hours are Monday through Friday from 8:00 am – 5:00 pm and summer office hours are 7:00 am – 3:30 pm. **This is an academic year position and students will be subject to the re-application process at the end of the academic year.**
ESSENTIAL JOB FUNCTIONS:	The Student Assistant will be responsible for: • Data entry • Filing • Opening and sorting incoming mail • Updating and maintaining spreadsheets • Serving as Receptionist for the Foundation Office • Driving to and from campus as needed to deliver paperwork • Other duties as assigned
POSITION REQUIREMENTS:	*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.* • High school diploma or equivalent required • Six (6) months general office/clerical experience • Must be currently enrolled as a student at California State University, Fresno in at least six (6) units (undergrad) or four (4) units (grad) • Valid Driver's License as driving may be a requirement of the position • Must be familiar with Microsoft Office applications, have good clerical and customer service related skills, and be willing to work in a fast paced environment • **Knowledge of:** Microsoft Office and email. General office practices, policies and procedures; proper English grammar, spelling and usage; business math; alphanumeric filing systems; techniques for dealing with the public, in person and over the telephone; basic computer applications related to the work; basic office practices and procedures • **Skill in:** keyboarding and data entry • **Ability to:** communicate effectively both orally and in writing; work effectively in a multi-task and deadline driven environment; work politely and effectively with the public, co-workers, and others; maintain confidentiality
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 Ave. (there is no suite number) Fresno, CA 93710 Fax: (559) 278-0988 E-mail completed application & resume 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.

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