

California State University, Fresno Association, Inc.

OFFICE ASSISTANT – UNIVERSITY STUDENT UNION JOB ANNOUNCEMENT #21-196

POSITION SUMMARY:	Student, non-benefited position for the California State University, Fresno Association – University Student Union. This position will work under the direct supervision of the Administrative Assistant. The Office Assistant will perform general office duties and provide clerical support for the office staff. This position requires a high level of customer service, strong organizational skills and attention to detail. This position will work a maximum of 20 hours per week.
ESSENTIAL JOB FUNCTIONS:	<p>Typical duties include, but are not limited to:</p> <ul style="list-style-type: none"> • Provide excellent customer service to visitors and campus communities • Answer, assist, and transfer calls to appropriate offices • Responsible for heavy phone coverage – taking clear messages, conveying information and providing resolutions • Respond to questions about programs and student organizations by staying informed about daily USU/campus events • Make reservations on R25 live event calendar • Distribute mail to student organization mailboxes • Assist with student club registration • Make copies of minutes, agendas, reports, applications, student organizations list, etc. • Maintain confidentiality of sensitive student data such as grades/status; check grades as needed • Perform other related job duties as required or 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> <ul style="list-style-type: none"> • Must be currently enrolled as a Fresno State student: <ul style="list-style-type: none"> ○ Undergraduate students must be enrolled in a minimum of six (6) semester units and have a minimum cumulative GPA of 2.00. ○ International undergraduate students must be enrolled in a minimum of twelve (12) semester units, have a minimum cumulative GPA of 2.00. ○ Graduate students must be enrolled in a minimum of four (4) semester units and have a cumulative GPA of 3.00. ○ International graduate students must be enrolled in a minimum of nine (9) semester units, have a minimum cumulative GPA of 3.00. • Knowledge of the campus and services offered • General office skills • Ability to use computer, Microsoft, Excel, etc. • Ability to multi-task and be a team player • Must be dependable responsible, personable, friendly, and work well with diverse populations, including faculty, staff, students, and the general public
COMPENSATION:	\$14.00 per hour
DEADLINE:	Application review begins immediately; open until filled
TO APPLY:	<p>To be considered for this position, please drop-off an application and resume to the University Student Union room 306.</p> <p>Visit the Auxiliary Human Resources page at: http://www.auxiliary.com/auxhr/applic.html to locate and print job application.</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 Association, Inc. This is not a State of California position.*

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY/ADA EMPLOYER