

California State University, Fresno Foundation

STUDENT ASSISTANT – WAYFINDERS

JOB ANNOUNCEMENT #22-282

POSITION SUMMARY:	Two (2) to three (3) student positions available with the Wayfinders program through the California State University, Fresno Foundation. Must be enrolled for the upcoming semester at California State University, Fresno in at least 6 units (undergrad) or 4 units (grad). The position will be approximately 20 hours per week during the semester and may increase during summer and winter breaks. Regular office hours are Monday through Friday from 8:00 am – 5:00 pm during the semester and 7:00 am – 3:30 pm during the summer.
ESSENTIAL JOB FUNCTIONS:	Under the supervision of the Wayfinders Coordinator, the incumbent will perform a wide variety of clerical tasks and provide administrative support to the Human Resources and Payroll staff. Typical responsibilities include but are not limited to: <ul style="list-style-type: none"> • Data entry, maintenance and filing • Assisting students navigate campus enrollment, mapping, schedules and calendars • Providing customer service to a diverse population including Fresno State students, Faculty/Staff and non-Fresno State employees • Assisting with timesheets which may include: communicating with employees regarding discrepancies • Assisting with Social Security concerns associated with paychecks • Assembling orientation/new hire materials • Answering telephones, operating office equipment (i.e. copier, shredder and fax) • Special projects or other duties as assigned
QUALIFICATIONS & EXPERIENCE:	<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> <ul style="list-style-type: none"> • High School diploma or equivalent. Must be enrolled for the upcoming semester at California State University, Fresno in at least 6 units (undergrad) or 4 units (grad) • Six (6) months general office/clerical experience including proficiency in Microsoft Office • Valid Driver’s License as driving may be a requirement of the position • Knowledge of and ability to use a variety of office equipment • Ability to be a “team player” and have a record of good attendance • Ability to exercise good judgment and discretion when handling sensitive and confidential information • Must be highly flexible and able to adjust priorities under the pressure of deadlines and frequent interruptions • Ability to work in a fast pace work environment • Strong attention to detail and organizational skills • Must be self-motivated and capable of independent thinking • Excellent interpersonal skills including written and oral communication • Ability to work with and maintain cooperative relationships with a diverse population • Professional demeanor
COMPENSATION:	\$15.00 per hour.
DEADLINE:	Application review begins immediately. Open until filled.
TO APPLY:	Please visit the Auxiliary Human Resources page at https://auxiliary.fresnostate.edu/association/hr/ for job announcement and application. Applications may be mailed, emailed, faxed or delivered in person to: <div style="text-align: center;"> <p>California State University, Fresno Auxiliary Human Resources 2771 E. Shaw Avenue Fresno, CA 93710 Fax: (559) 278-0988</p> </div> <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.

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY/ADA EMPLOYER

California State University, Fresno Auxiliary Services is proud to be part of the Fresno State community. As part of the campus community, Auxiliary Services follows the CSU policy that requires all faculty, staff and students who are accessing campus facilities at any university location to be immunized (fully vaccinated) against the virus that causes COVID-19. The policy does allow for medical or religious exemption from the immunization requirement. Auxiliary Services requires all of its employees to be fully vaccinated against COVID-19 or present a medical or religious exemption and any appropriate backup documentation. Fully vaccinated is defined as having received the dose at least 14 days prior to being on boarded, if selected. Current and new employees are required to adhere to this policy by September 30, 2021 and remain in adherence after that date.