

California State University, Fresno Foundation

CLERICAL ASSISTANT– TITLE IV-E MASTER OF SOCIAL WORK CHILD WELFARE TRAINING PROGRAM JOB ANNOUNCEMENT #23-516

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| POSITION SUMMARY: | Part-time (20 hours per week) non-benefited position with the Title IV-E Master of Social Work Child Welfare Training Program through the California State University, Fresno Foundation. Continued employment past the budget period is contingent upon funding. Position hours are from 9:00 a.m. to 1:00 p.m. Monday through Friday. This program is funded through June 30, 2024, through a federal reimbursement program contract between the California State Department of Social Work Education and the California Social Work Education Center. Program continuation past the above date is contingent upon continued funding. |
| ESSENTIAL DUTIES: | Under the supervision of the Administrative Support Coordinator and the Program Coordinator, the incumbent will perform general office clerical work, including telephone and public contact. Prepare general correspondence, maintain files and office supplies, copy and type course work material, word processing, and help maintain the Project/Thesis and Resource Library. Perform other duties as assigned. |
| QUALIFICATIONS & EXPERIENCE: | <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 a high school graduate with a minimum of two years general clerical experience. Type a minimum of 45 WPM. • Must have demonstrated ability to communicate effectively both orally and in written form. • Ability to work independently with little supervision on a daily basis. • Must have speed and accuracy using word processing equipment and be computer literate (Windows PC). • Must have experience in Office: Word, Excel, etc., Google (email and calendar), and Adobe Suite. • The ability to handle simultaneous tasks with frequent interruptions is important in this position. Confidentiality and ability to relate well with a culturally diverse population on and off campus is required. Preference will be given to candidate with prior experience working with students in a college setting. |
| SALARY: | \$18.00 per hour. |
| DEADLINE: | Application review begins September 21, 2023. Position will remain open until filled. |
| TO APPLY: | <p>Please visit the Auxiliary Human Resources webpage at : https://auxiliary.fresnostate.edu/association/hr/employment-opportunities.html for the part-time application. Application, resume, school schedule, and unofficial transcript may be mailed, emailed, or delivered in person to:</p> <p style="text-align: center;">California State University, Fresno Auxiliary Human Resources 2771 E. Shaw Avenue Fresno, CA 93710 Fax: (559) 278-0988</p> <p>Email application materials 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.