

California State University, Fresno Foundation

STUDENT ASSISTANT – AUXILIARY HUMAN RESOURCES

JOB ANNOUNCEMENT #25-691

POSITION:	Part-time, student position available for the California State University, Fresno Auxiliary Human Resources Office. The Student Assistant 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 academic year and 40 hours per week during breaks. Regular office hours are Monday through Friday from 8:00 am – 5:00 pm during the academic year and 7:00 am – 3:30 pm during the summer.
ESSENTIAL JOB FUNCTIONS:	Under the supervision of the Human Resources Manager, the incumbent will perform a wide variety of clerical tasks and provide administrative support to the Auxiliary Human Resources and Payroll staff. Typical responsibilities include but are not limited to: <ul style="list-style-type: none"> • Heavy data entry and filing • Providing customer service to a diverse population including Fresno State students, faculty, and staff and the general community • Assisting with payroll functions including: communicating with employees/Project Directors regarding discrepancies, verifying forms, alphabetizing and dispersing checks. • Assembling orientation/new hire materials including background check forms, drug screen authorizations and live scan fingerprinting appointments • Answering telephones, operating standard office equipment (i.e. copier, shredder and fax) • Issuing parking permit authorizations • Completing employment verification requests • Support with daily or weekly deliveries to campus offices • 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"> • 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-paced work environment • Strong attention to detail and organizational skills • Excellent interpersonal skills including written and oral communication • Ability to work with and maintain cooperative relationships with a diverse population • Professional demeanor
COMPENSATION:	\$16.50 per hour.
DEADLINE:	Application review begins immediately. Position will remain open until filled.
TO APPLY:	Please visit the Auxiliary Human Resources page at https://auxiliary.fresnostate.edu/association/hr/employment-opportunities.html for job announcement and application. E-mail completed application & resume to: auxiliary-hr@mail.fresnostate.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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