

California State University, Fresno Foundation

CLERICAL ASSISTANT– TITLE IV-E MASTER OF SOCIAL WORK CHILD WELFARE TRAINING PROGRAM JOB ANNOUNCEMENT #24-619

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, but may vary depending on programmatic needs. This program is funded through June 30, 2025, 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 immediately. Position will remain open until filled.
TO APPLY:	<p>Please visit the Auxiliary Human Resources page at https://auxiliary.fresnostate.edu/association/hr/employment-opportunities.html for job announcement and application.</p> <p>E-mail completed application & resume 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