

# California State University, Fresno Foundation

## OFFICE ASSISTANT – CENTER FOR IRRIGATION TECHNOLOGY

### JOB ANNOUNCEMENT #23-537

<b>POSITION SUMMARY:</b>	<b>Part-time, student position with the Center for Irrigation Technology (CIT) through the California State University, Fresno Foundation.</b> CIT supports developing and deploying technologies that will bring the world the most innovative products and resource management tools. The Center is built on a foundation of innovation and technology transfer focused on testing, applied research, and entrepreneurship. Since 1980, CIT staff has worked with the public and private sectors to advance irrigation, water, and energy technologies and management practices. The Office Assistant will provide clerical support to CIT Office Administrative staff.
<b>ESSENTIAL JOB FUNCTIONS:</b>	<p>Typical duties include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• Provide front desk coverage including answering phones and greeting visitors.</li> <li>• Provide customer service to clients and visitors including Fresno State students, faculty and staff via phone, email, and in-person.</li> <li>• File documents, process incoming and outgoing mail.</li> <li>• Assist with invoice tracking and reporting as needed.</li> <li>• Assist with Travel Expense Claims, Payment Authorizations, Purchase Orders and other related forms.</li> <li>• Driving to and from campus as needed to deliver paperwork.</li> <li>• Special projects or other duties as assigned.</li> </ul>
<b>POSITION REQUIREMENTS:</b>	<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"> <li>• Currently enrolled as a student at California State University, Fresno in at least six (6) units (undergrad) or four (4) units (grad).</li> <li>• Available to work up to 20 hours a week during the academic year.</li> <li>• Professional demeanor with excellent interpersonal skills including written and oral communication.</li> <li>• Strong organizational skills with attention to detail.</li> <li>• Exercise good judgment and discretion when handling sensitive/confidential information.</li> <li>• Proficient in Microsoft and Google software programs including Word and Excel.</li> <li>• A self-starter who can work well independently and as part of a team.</li> <li>• Must be dependable, responsible, friendly, and work well with diverse populations, including faculty, staff, students, and the public.</li> <li>• Maintain a valid driver's license and safe driving record as driving may be required.</li> <li>• Cash handling and/or accounting balancing experience preferred .</li> </ul>
<b>COMPENSATION:</b>	<b>\$17.00 per hour.</b>
<b>DEADLINE:</b>	<b>Application review begins immediately; open until filled.</b>
<b>TO APPLY:</b>	<p>Please visit the Auxiliary Human Resources page at <a href="https://auxiliary.fresnostate.edu/association/hr/employment-opportunities.html">https://auxiliary.fresnostate.edu/association/hr/employment-opportunities.html</a> for job announcement and application. Applications may be mailed, emailed, faxed, or delivered in person to:</p> <p>California State University, Fresno          Auxiliary Human Resources          2771 E. Shaw Ave. (there is no suite number)          Fresno, CA 93710      Fax: (559) 278-0988</p> <p>E-mail completed application &amp; resume to: <a href="mailto:HRAUX@LISTSERV.csufresno.edu">HRAUX@LISTSERV.csufresno.edu</a></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.

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