

# California State University, Fresno Foundation

## STUDENT ASSISTANT - WAYFINDERS

### JOB ANNOUNCEMENT #25-748

<b>POSITION SUMMARY:</b>	<b>Student Assistant</b> – Part-time, temporary position 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.
<b>ESSENTIAL JOB FUNCTIONS:</b>	Under the supervision of the Wayfinders Coordinator, the incumbent will perform a wide variety of clerical tasks and provide administrative support the Wayfinders Team. Typical responsibilities include but are not limited to: <ul style="list-style-type: none"> <li>• Data entry, maintenance and filing</li> <li>• Assisting students navigate campus enrollment, mapping, schedules and calendars</li> <li>• Providing customer service to a diverse population including Fresno State students, Faculty/Staff and non-Fresno State employees</li> <li>• Assist in workshops and other duties related to workshops</li> <li>• Assist Wayfinders students with depositing paychecks into their accounts</li> <li>• Assist students with uploading paycheck information for Supplemental Security Income (SSI)</li> <li>• Assembling student new hire packets</li> <li>• Answering telephones, operating office equipment (i.e. copier, shredder and fax)</li> <li>• Special projects or other duties as assigned</li> </ul>
<b>POSITION REQUIREMENTS:</b>	<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"> <li>• 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)</li> <li>• Six (6) months general office/clerical experience including proficiency in Microsoft Office</li> <li>• Valid Driver's License as driving may be a requirement of the position</li> <li>• Knowledge of and ability to use a variety of office equipment</li> <li>• Ability to be a "team player" and have a record of good attendance</li> <li>• Ability to exercise good judgment and discretion when handling sensitive and confidential information</li> <li>• Must be highly flexible and able to adjust priorities under the pressure of deadlines and frequent interruptions</li> <li>• Ability to work in a fast-paced work environment</li> <li>• Strong attention to detail and organizational skills</li> <li>• Must be self-motivated and capable of independent thinking</li> <li>• Excellent interpersonal skills including written and oral communication</li> <li>• Ability to work with and maintain cooperative relationships with a diverse population</li> <li>• Professional demeanor</li> </ul>
<b>SALARY/BENEFITS:</b>	<b>\$16.50 per hour.</b> This position is non-benefited.
<b>DEADLINE:</b>	<b>Application review begins immediately; Open until filled.</b>
<b>TO APPLY:</b>	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.  E-mail completed application & resume to: <a href="mailto:wayfinders@mail.fresnostate.edu">wayfinders@mail.fresnostate.edu</a> .

## 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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