

California State University, Fresno Foundation

STUDENT ASSISTANT – #CALIFORNIANSFORALL COLLEGE CORPS

JOB ANNOUNCEMENT #25-768

POSITION SUMMARY:	Part-time, student position with Fresno State College Corps through the California State University, Fresno Foundation. Under the supervision of the College Corps Director, the Student Assistant will provide a wide range of administrative tasks to support the College Corps team. The incumbent must be enrolled for the upcoming semester at California State University, Fresno in at least 6 units (undergrad) or 4 units (grad). The Student Assistant will work an average of 15-20 hours per week with some adjustment for special events and trainings. Hours include some evenings and weekends.
ESSENTIAL JOB FUNCTIONS:	<ul style="list-style-type: none"> • Perform receptionist duties such as answering phones, monitoring office emails, filing, putting mailers together, running office errands around campus, etc. • Support recruitment efforts for 120 College Corps members and represent the program at various tabling events, presentations, etc. • Provide planning and logistical support for program events/projects • Assist with collecting cohort data and assessments, and supporting program staff in evaluating this information • Serve as a resource and point of contact to individuals accessing the program's services and direct them to the appropriate personnel or offices • Assist with program social media efforts including: developing content, scheduling posts, and provide on-site social media coverage for special events and gatherings • Maintain regular office hours • Conduct regular check-ins with program staff • Maintain program files, binders, and resources • Assist with program planning when available/appropriate • 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> <p>Required:</p> <ul style="list-style-type: none"> • Commitment to the value of serving others • Well-developed communication skills: comfortable speaking in front of groups, effective communicating in one-on-one and small team settings, strong writing skills • Attention to details and producing high quality materials/activities • Deep sensitivity to diverse populations • Experience in service and volunteerism a plus • Flexibility to adjust schedule around program events <p>Preferred:</p> <ul style="list-style-type: none"> • Coursework or practical exposure in accounting, finance, business, or a related field. • Experience or demonstrated interest in administrative support, office operations, or customer service in a professional setting. • Familiarity with social media platforms and digital communication. • Ability to draft clear, professional emails and correspondence. • Strong organizational skills, reliability, and a willingness to learn and take initiative. • Comfortable using common office software (Google Workspace, Microsoft Office) and open to learning new systems
COMPENSATION:	\$16.90-\$17.90 per hour , depending on experience and qualifications.
DEADLINE:	Application review begins immediately. Position will remain open until filled.
TO APPLY:	To apply, email cover letter and resume to Yosagandhi Gonzalez-Tarvin at yosagandhi@csufresno.edu .

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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