

California State University, Fresno Foundation

STUDENT ASSISTANT– TITLE IV-E MASTER OF SOCIAL WORK

CHILD WELFARE TRAINING PROGRAM

JOB ANNOUNCEMENT #26-842

POSITION SUMMARY:	Part-time (20 hours per week), student position with the Title IV-E Master of Social Work Child Welfare Training Program through the California State University, Fresno Foundation. This program is funded through June 30, 2027, 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. Candidate must be able and willing to work a maximum of 20 hours per week during the academic year. Department hours are Monday through Friday, 9:00 am to 5:00 pm.
ESSENTIAL DUTIES:	Under the supervision of the Administrative Specialist and the Program Coordinator, the incumbent will perform general administrative support to the Title IV-E office. Duties include, but are not limited to, the following: • Customer service, including telephone and public contact • Prepare general correspondence • Maintain files and office supplies • Copy and type course work material • Maintain the Project/Thesis and Resource Library • Data entry and filing • Perform 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> • High school diploma or equivalent required • Six (6) months general office/clerical experience • Must be currently enrolled as a student at California State University, Fresno in at least six (6) units (undergrad) or four (4) units (grad) • Demonstrated ability to communicate effectively both orally and in written form. • Ability to work independently with little supervision on a daily basis. • Experience in Office: Word, Excel, etc., Google (email and calendar), and Adobe Suite. • Ability to handle simultaneous tasks with frequent interruptions • Confidentiality and ability to relate well with a culturally diverse population on and off campus is required • Preference will be given to candidates 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:	Please visit the Auxiliary Human Resources page at https://auxiliary.fresnostate.edu/association/hr/employment-opportunities.html for job announcement and application. Employment application and resume must be emailed 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.

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY/ADA EMPLOYER