

California State University, Fresno Foundation

STUDENT ASSISTANT – UNIVERSITY BUSINESS CENTER

JOB ANNOUNCEMENT #25-685

POSITION SUMMARY:	Part-time, student position with the University Business Center. The University Business Center (UBC) serves as the outreach arm for the Craig School of Business (CSB) at Fresno State by offering professional development programs and state-of-the-art meeting facilities. The UBC focuses on providing businesses and professionals with services and resources to foster growth, create jobs, and develop a prosperous economy.
ESSENTIAL JOB FUNCTIONS:	<ul style="list-style-type: none"> • Provide front desk coverage and customer service to UBC clients and visitors, including Fresno State students, faculty, and staff, via phone, email, and in person. This includes front desk support to departments in the UBC office space: Office for Student Professional Development and Arnold and Dianne Gazarian Real Estate Center. • Assist in managing UBC rooms such as room reservation coordination, preparation, arrangement, and other related tasks. • Assist where needed for all UBC programs and workshops tasks are required pre-event, during the event and post event. • Assist with preparing payment authorizations, purchase orders, and other related forms. • Assist with data entries and organizing surveys and evaluations. • Assist in marketing and branding for the UBC, but not limited to market research, branding, promotion, and social media planning. • 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"> • Available to work up to 10- 20 hours a week during the academic year. • Currently enrolled as a student at California State University, Fresno in at least six (6) units (undergrad) or four (4) units (grad). • Maintain a minimum CGPA of 3.0 or higher. • A self-starter who can work well independently and as part of a team. • Proficient in Microsoft and Google software programs, especially Word and Excel. • Professional demeanor with excellent interpersonal skills, including written and oral communication. • Strong organizational skills with attention to detail. • Exercise good judgment and discretion when handling sensitive/confidential information. • Must be dependable, responsible, friendly, and work well with diverse populations, including faculty, staff, students, and the public. • Ability to maintain discretion, confidentiality, and judgment. • Able to carry up to 50lbs. • Maintain a valid driver’s license and safe driving record, as driving may be required.
COMPENSATION:	\$16.50 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: rowanchng@mail.fresnostate.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.*

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