

California State University, Fresno Foundation

STUDENT OFFICE ASSISTANT – UNIVERSITY MARKETING AND COMMUNICATIONS

JOB ANNOUNCEMENT #26-793

POSITION SUMMARY:	<p>Part-time, student position with University Marketing and Communications through the California State University, Fresno Foundation. The student assistant for University Marketing and Communications is responsible for various tasks to support the Chief of Staff and staff, with good communication and organizational skills, attention to detail and good work habits.</p> <p>We are looking for a dependable student with good communication and organizational skills, attention to detail and good work habits. This position is responsible for various tasks in the University Marketing and Communications office including answering phones, filing, copying, opening and sorting mail, logging reimbursements, maintaining supply inventories, running errands, and other clerical or miscellaneous duties as assigned.</p>
ESSENTIAL JOB FUNCTIONS:	<ul style="list-style-type: none"> • Provide administrative support by answering phones and managing messages • Compile and distribute daily media and alumni clips • Publish content to today.fresnostate.edu • Assist staff with administrative tasks, including filing, copying, and event/press conference setup • Send communications to news listservs • Assist with delivering and picking up materials between campus offices and departments • Other related administrative support 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"> • Must be currently enrolled as a student at California State University, Fresno in at least six (6) units (undergrad) or four (4) units (grad) • Must be available to work mornings, Monday through Friday and flexibility to work in the afternoons • Must be available to work up to 20 hours per week • Must currently have, or be able to obtain, a valid driver's license • Ability to work independently • Open to constructive criticism
COMPENSATION:	\$16.90 per hour
DEADLINE:	Application review begins immediately; 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: angel@csufresno.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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