

California State University, Fresno Foundation

STUDENT ASSISTANT - WAYFINDERS

JOB ANNOUNCEMENT #25-748

POSITION SUMMARY:	<p>Student Assistant – 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.</p>
ESSENTIAL JOB FUNCTIONS:	<p>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:</p> <ul style="list-style-type: none">• Data entry, maintenance and filing• Assisting students navigate campus enrollment, mapping, schedules and calendars• Providing customer service to a diverse population including Fresno State students, Faculty/Staff and non-Fresno State employees• Assist in workshops and other duties related to workshops• Assist Wayfinders students with depositing paychecks into their accounts• Assist students with uploading paycheck information for Supplemental Security Income (SSI)• Assembling student new hire packets• Answering telephones, operating office equipment (i.e. copier, shredder and fax)• Special projects or other duties as assigned
POSITION REQUIREMENTS:	<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">• 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)• Six (6) months general office/clerical experience including proficiency in Microsoft Office• Valid Driver's License as driving may be a requirement of the position• Knowledge of and ability to use a variety of office equipment• Ability to be a "team player" and have a record of good attendance• Ability to exercise good judgment and discretion when handling sensitive and confidential information• Must be highly flexible and able to adjust priorities under the pressure of deadlines and frequent interruptions• Ability to work in a fast-paced work environment• Strong attention to detail and organizational skills• Must be self-motivated and capable of independent thinking• Excellent interpersonal skills including written and oral communication• Ability to work with and maintain cooperative relationships with a diverse population• Professional demeanor
SALARY/BENEFITS:	<p>\$16.90 per hour. This position is non-benefited.</p>
DEADLINE:	<p>Application review begins immediately; Open until filled.</p>
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: wayfinders@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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