

California State University, Fresno Association, Inc.

TECHNOLOGY CENTER ASSOCIATE – KENNEL BOOKSTORE

JOB ANNOUNCEMENT #23-512

POSITION SUMMARY:	Part-time employment for the Kennel Bookstore through the California State University, Fresno Association, Inc. The Technology Center Associate is responsible for assisting with the daily activities of the Tech Center along with the service and repair of devices.
ESSENTIAL JOB FUNCTIONS:	Under the supervision of the Copy Center/Tech Center Manager, this position is responsible for the following: <ul style="list-style-type: none"> • Provides support to campus community relating to repair and service of tablets and laptops. • Responsible for servicing and repairing of in and out of warranty Apple computers. Able to complete the Apple Service Certification. • Assists in inventory management of Apple products. • Assists in maintaining the bookstore’s store hours on the ecommerce website. • Assists in the training of tech staff and supervision as needed. Includes product training, sales techniques and providing great customer service. Assists customers on the sales floor as needed. • Assists with placing institutional orders in the absence of the Tech Center manager. • Assists with providing the campus community purchasing quotes. Confer to the campus community purchasing policies and procedures. • Assists with inputting weekly Apple institutional sales as needed. • Assists with coordinating sale of product to departments (tracking/pulling of orders to prepare for billing). • Responsible for the daily operation of the Tech Center in the absence of the Tech Center manager. • Other related 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> Required: <ul style="list-style-type: none"> • High school graduate or equivalent • One (1) year experience in related technology sales and servicing/repair of devices Preferred: <ul style="list-style-type: none"> • Two (2) years of experience in related technology sales and service • Familiarity with Apple products and services • Apple certified • Customer service experience in a diverse environment
COMPENSATION:	\$18.00 - \$25.00 per hour, DOE. Salary will be commensurate and competitive with experience, qualifications and certifications.
FILING DEADLINE:	Application review begins immediately; 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. Applications may be mailed, emailed, faxed or delivered in person: California State University, Fresno Auxiliary Human Resources 2771 E. Shaw Avenue Fresno, CA 93710 Fax: (559) 278-0988 Application & resume may be e-mailed to: HRAUX@LISTSERV.csufresno.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 Association, Inc. This is not a State of California position.

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY/ADA EMPLOYER

California State University, Fresno Auxiliary Services is proud to be part of the Fresno State community. As part of the campus community, Auxiliary Services follows the CSU policy that requires all faculty, staff and students who are accessing campus facilities at any university location to be immunized (fully vaccinated) against the virus that causes COVID-19. The policy does allow for medical or religious exemption from the immunization requirement. Auxiliary Services requires all of its employees to be fully vaccinated against COVID-19 or present a medical or religious exemption and any appropriate backup documentation. Fully vaccinated is defined as having received the dose at least 14 days prior to being on boarded, if selected. Current and new employees are required to adhere to this policy by September 30, 2021 and remain in adherence after that date.