JOB ANNOUNCEMENT

CDIP Student Assistant

The CSU Office of the Chancellor is seeking a responsible Student Assistant to provide clerical support to the Chancellor's Doctoral Incentive Program (CDIP). The Student Assistant should be available to work between 15-20 hours per week and should be available to work on Monday, Wednesday, Friday between the hours of 8:00 am and 5:00 pm.

Duties
Under direct supervision, the Student Assistant will perform various clerical activities in support of the department. Typical duties include maintaining files and various records; copying and collating a wide variety of documents; mailings; faxing; scanning; provide telephone backup, editing documents, data entry, and other departmental support duties as assigned.

Qualifications
The student must be enrolled in at least 6 units at a CSU campus. This position requires basic experience in an office environment; basic knowledge of general office procedures and standard office equipment; basic working knowledge of current software applications such as Microsoft Office Word and Excel; ability to learn and perform assigned work; ability to handle multiple tasks and changing priorities; good organizational, interpersonal, and communication skills.

Salary
$12.00 - $13.00 per hour

Important instructions for applying to this position:

Job Number: 17

To apply for this position, all we are in need of is your resume. Please follow the 5 simple steps below for submission. Failure to follow each of these steps correctly could cause your resume to not be received.

1. Send email to: studentrecruit@share.calstate.edu.

2. Email subject line title: Must contain ONLY the Job Number listed above - NO additional characters allowed

3. Body of Email – Must be left blank. No additional information is needed in the email. All applicant information should be included in your attached resume.

4. Resume Attachment – The resume file attachment must be named your first and last name (i.e., John_Smith). Only 1 attachment is permitted.

5. Review steps 1-4. If each are done correctly, you are now ready to SEND!

Resumes are only accepted via this step by step email process and not through any campus job link. If each step is followed correctly, you will get an automated email to confirm that your resume has been received.