Data Entry Support Student Assistant Position

POSITION:

This is a student assistant position that requires a student to work approximately 12-15 hours a week, preferably in no more than 4 sessions of consecutive hours of a minimum of 3 hours in a regular work week. The incumbent will work in the central office of University Housing and Food Service.

The incumbent will assist and support the Accounting Technician and Administrative Support Assistants in the areas of organizing and processing student payroll, housing work orders, entering utilities figures for cost and consumption analysis as well as entering procurement credit card transactions and updating student accounts by posting charges in the Housing in-house data bases, namely Residential Management System (RMS), UHFS Work Order Data Base, to mention but a few. Major responsibilities include retrieve student hours from timesheets located in the housing server and enter student hours in PeopleSoft – the University web-based data base; the incumbent also organizes and compiles UHFS credit card transactions and enters them into the in-house data base for reporting purpose; updates miscellaneous housing charges in RMS and to assist Accounting Technician to prepare for weekly interface of student housing transactions into PeopleSoft student accounts. Additional duties include electronically filing student account as well as staff and student payroll documents by using ImageNow.

QUALIFICATION:

The incumbent must be able to keyboard at a corrected rate of 45 wpm and is an active CSU, Chico student enrolled in the current term for at least 6 units at the undergraduate level and 4 units at the graduate level. Also, it is a requirement that the incumbent has achieved a Grade Point Average of over 3.0 in the past term(s). Other requirements include: experience using standard word processing, spreadsheet, database and related computer software programs (Microsoft Word, Excel, etc.) Job related training in areas of student payroll and housing work order process will be provided. Must possess the ability to cope with interruptions and be able to read and write at a level appropriate to the duties of position, perform arithmetic functions.

SPECIAL NOTES/REQUIREMENTS:

The incumbent will sign a confidentiality agreement regarding privacy of student record information. After a conditional job offer, the student may be required to undergo a campus judicial system history investigation.

HOW TO APPLY:

Please complete the data entry support student assistant application form and drop it off in person OR mail it to University Housing and Food Service, CSU, Chico (Address: 401 Legion Ave., Chico, CA 95929).
Data Entry Support Student Assistant Application
There are two sides to this application
No resume required or needed

Required to be eligible for this job:
- You must be currently enrolled at CSU, Chico with a minimum of 6 units as an undergraduate student and a minimum of 4 units as a graduate student. The CSU, Chico Student Employment Office will verify your enrollment status.
- You must have a GPA of 3.0 or over to be eligible for this position

Please print clearly:

Name: ___________________________________________________________________________
      First       Middle   Last

Address: __________________________________________________________________________
          Street          City    State            Zip

9-digit Student ID No.: _______________________Contact phone number: (       ) _______________
                         (Not SSN)

Major: ____________________________________ Class Level: ______________________________

List your last job. References will be contacted, please provide phone numbers.
a) Company Name __________________________________________________________
   Dates Employed __________________________________________________________
   Supervisor ___________________________ Phone w/ area code ___________________
   Job Responsibilities ________________________________________________________
   __________________________________________________________________________
   __________________________________________________________________________
   __________________________________________________________________________
   __________________________________________________________________________
   __________________________________________________________________________

Please list all computer software and/or applications that you are familiar with.
_________________________________________________________________________
_________________________________________________________________________
_________________________________________________________________________
_________________________________________________________________________
_________________________________________________________________________

Employment specifics.
a) We work during most breaks, are you willing to:  __ yes __ no
b) Do you want summer employment? __ yes __ no
c) Do you want to work during the school year? __ yes __ no
d) How many hours do you want to work per week? __________
d) How many units are you carrying? __ Units
If you are applying for a job during the regular semester; list your current class schedule.

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If you are applying for summer employment only and taking a summer school class; list your summer school schedule and the beginning and ending dates of the class.

___________________________________________________________________________
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Miscellaneous comments, hobbies, experiences or special skills which may enhance your opportunities such as data entry support student assistant.

___________________________________________________________________________
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PLEASE READ THE FOLLOWING AND SIGN:
I hereby authorize the University Housing and Food Service Office, CSU Chico to have access to my permanent academic records from the records office during the selection process or during my employment.

________________________________                ________________________
Signature         Date

___________________________________________________________________________

For Housing Use Only:

Typing Skills: ______word/minute _____mistakes(s) Remarks: ________________________

Ten Key Entry: _____keystrokes/hour ____mistake(s) Remarks:_________________________