



POSITION: STUDENT ASSISTANT (11am – 1pm) Monday - Friday

LOCATION: Passages – Information and Assistance Program

ESSENTIAL JOB FUNCTIONS: Assists with routine clerical and office duties including filing, & distribution of forms and mail in a fast paced environment. Serves as receptionist and provides general office assistance.

EMPLOYMENT STANDARDS: Prior experience in an office setting performing similar duties is preferred but not required. Must be able to maintain confidentiality. Position for approximately 3 months.

COMPENSATION: \$8.50 per hr.

The employer is the CSU, Chico Research Foundation, a non-profit corporation serving as an auxiliary organization of California State University, Chico. Employment is considered to be at-will.

APPLICATIONS: Applicants must submit a completed CSU, Chico Research Foundation application, resume and three references. Application materials and job announcement can be obtained by contacting:

BY MAIL:

CSU, Chico Research Foundation
CSU, Chico, Building 25
Chico, Ca. 95929-0246

OR CALL: (530) 898-6811

OR VISIT OUR WEBSITE:

<http://www.csuchico.edu/rfdn/>

IN PERSON:

CSU, Chico Research Foundation
25 Main Street, 2nd Floor suite 203
Chico, Ca.

DEADLINE: Applicants must submit the above-mentioned CSU, Chico Research Foundation application materials to one of the above addresses. **Position open until filled.**

DISCLOSURE OF CAMPUS CRIME STATISTICS

An annual security report disclosing crime statistics for California State University, Chico can be obtained by contacting the Chico State University Police Department (530) 898-5372 or by accessing the following Website: <http://www.csuchico.edu/up>.

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

Qualified applicants are considered for all positions without regard to race, color, religion, sex, national origin, age, marital or veteran status, or the presence of a non-job-related medical condition or disabilities. It is the Research Foundation's policy to hire only United States citizens and aliens lawfully authorized to work in the United States. All new employees must provide proof of identity and authorization to work. Prospective applicants with a disability may request and receive reasonable accommodation during the application and selection process.