



**POSITION:** **STUDENT ASSISTANT** (15-20 hrs/wk during school year. Up to 40 hrs/wk during summer and spring break)

**LOCATION:** Research Foundation Administration Office

**ESSENTIAL JOB FUNCTIONS:** Assists with routine clerical and office duties including filing, mass mailings & distribution of forms and mail in a fast paced environment. Performs data entry, serves as backup receptionist and provides general office assistance. Maintains supplies of forms and completes special projects as assigned.

**EMPLOYMENT STANDARDS:** Must be a student at CSU, Chico enrolled in a minimum of 3 units for graduate and 6 units for undergraduate students. By reference to prior experience, general knowledge of Excel and Word preferred. Prior experience in an office setting performing similar duties is preferred but not required. Must possess the ability to maintain focus in spite of frequent interruptions and crowded conditions. Must be able to maintain confidentiality. Must be available at least in 3-hour blocks of time. Hours will be assigned according to availability and coordination with other student assistant staff. Position is year round including Spring Break and Summer Break.

**COMPENSATION:** \$8.00 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, three references and an Availability Sheet. 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, 2<sup>nd</sup> Floor suite 203  
Chico, Ca.

**DEADLINE:** Applicants must submit the above-mentioned CSU, Chico Research Foundation application materials to one of the above addresses. **Application Review to Begin: 02/01/2012, 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.