POSITION: Human Resources Student Assistant – Current CSU, Chico Students Only
Part-Time/Hourly/Non-Exempt

RECRUITMENT ID: 555

SCHEDULE: 20 hours/week during school year. Up to 40 hours/week during academic breaks.

LOCATION: Research Foundation Human Resources Office

COMPENSATION: $10.50 per hour

ESSENTIAL JOB FUNCTIONS:
Assists the HR office with routine clerical office duties including:

- creation and filing of personnel files
- assembly of orientation packets
- facilitation of new hire orientation
- distribute forms and mass mailings
- maintain filing systems for DMV and Live Scan
- HRIS software data entry
- assist customers with HR related questions
- process employee separations
- assign and track employee training
- special projects as assigned

EMPLOYMENT STANDARDS: Must be a student at CSU, Chico enrolled in a minimum of 4 units for graduate and 6 units for undergraduate students (during Fall and Spring semesters). Excellent customer service skills, organization skills, and attention to detail. Must possess the ability to maintain focus in spite of frequent interruptions. Must be able to maintain confidentiality and accuracy. Working knowledge of Microsoft Suite is required. Prior experience in an office setting performing similar duties is preferred. Must be able to operate office equipment including computers, copiers, fax machines, and telephones. Must be available for at least 3-hour blocks of time. Hours will be assigned according to availability and coordination with other student assistant staff. Must be able to successfully clear a DOJ/FBI fingerprinting check (Live Scan) prior to employment.

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.

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.
APPLICATIONS: Application and announcement can be located on our website. In order to be considered, applicants must submit the following:

- CSU, Chico Research Foundation application
- Cover letter
- Current resume
- The names and contact information for three professional references
- Supplemental application – Schedule Availability

DEADLINE TO APPLY: Open until filled. Application review begins August 24, 2017. Applications received after August 23, 2017, may not be considered. Applications can be submitted by:

BY MAIL: CSU, Chico Research Foundation
CSU, Chico, Building 25
Chico, CA 95928-5388

IN PERSON: CSU, Chico Research Foundation
25 Main Street, 2nd Floor suite 206
Chico, CA

BY EMAIL: rfhrjobs@csuchico.edu

BY PHONE: (530) 898-6811 or VISIT OUR WEBSITE: http://www.csuchico.edu/rfdn/