POSITION: Human Resources Student Assistant
Part-Time/Hourly/Non-Exempt

RECRUITMENT ID: 527

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

LOCATION: Research Foundation Human Resources Office

ESSENTIAL JOB FUNCTIONS:
Assists the HR office with routine clerical office duties including:
- creation and filing of personnel files
- assembly of orientation packets
- facilitate new hire orientation
- distribute forms and mass mailings
- maintain filing systems for DMV and Live Scan
- data entry into HRIS software
- assist customers with HR related questions
- process employee separations
- assign and tracking 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 (LiveScan) prior to employment.

COMPENSATION: $10.50 per hour

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: Applicants must submit a completed CSU, Chico Research Foundation application, supplemental application, cover letter, current resume and three professional references. Application and announcement can be located on our website. Open until filled. Application review begins Friday, March 3, 2017. Applications received after March 2, 2017, may not be considered. Applications can be submitted:

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 FAX: (530) 898-3391

For questions, please contact the Research Foundation Human Resources office:

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

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