POSITION OPENING

POSITION: Human Resources Student Assistant – Current CSU, Chico Students Only
Part-Time / Non-Benefited / Hourly / Non-Exempt
RECRUITMENT ID: 704
LOCATION: Chico State Enterprises Human Resources Office
COMPENSATION: $13.00 per hour

ESSENTIAL JOB FUNCTIONS: Assists the HR office with routine clerical office duties including:
- Print, organize, and data entry of incoming applications
- Facilitation of non-benefited new hire orientation process
- HRIS software data entry
- Process employee separations
- Maintain filing systems
- Distribute forms and mass mailings
- Assist customers with HR-related questions
- Assist payroll department as needed
- Special HR and payroll projects as assigned

EMPLOYMENT STANDARDS:
Required:
- 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
- Must be available for at least 3-hour blocks of time
- Must be available to work during summer and winter breaks
- Excellent customer service skills, organization skills, and attention to detail
- Must possess the ability to maintain focus and professionalism despite frequent interruptions
- Must be able to maintain confidentiality and accuracy
- Must be able to type 35 words per minute
- Working knowledge of Microsoft Suite, computers, copiers, fax machines, and telephones
- Must be able to successfully clear a DOJ/FBI fingerprinting check (Live Scan) prior to employment

Preferred:
- Junior or senior starting Fall 2020 in the College of Business under the specialty of Human Resources
- Prior experience in an office setting performing similar duties

APPLICATION REQUIREMENTS: Application and announcement can be located on our website. In order to be considered, applicants must submit the following:
- Chico State Enterprises application
- Cover letter
- Schedule of availability

APPLICATION DEADLINE: Application deadline is March 9, 2020. Applications can be submitted:

BY MAIL:
Chico State Enterprises
25 Main Street, Suite 206
Chico, CA 95928-5388

IN PERSON:
Chico State Enterprises
25 Main Street, 2nd Floor suite 206
Chico, CA

BY EMAIL:
csejobs@csuchico.edu

BY FAX: (530) 898-3391

For questions, please contact Chico State Enterprises Human Resources office:
BY PHONE: (530) 898-6811 or VISIT OUR WEBSITE: http://www.csuchico.edu/cse/
The employer is Chico State Enterprises, 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.

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER
Chico State Enterprises is an Equal Opportunity Employer and does not discriminate against persons on the basis of race, religion, color, ancestry, age, disability, genetic information, gender, gender identity, gender expression, marital status, medical condition, National origin, sex, sexual orientation, covered veteran status, or any other protected status. It is the Enterprises' 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.