**POSITION OPENING**

**POSITION:** Business Services Student Assistant  
Part-Time / Non-Benefited

**RECRUITMENT ID:** 673

**LOCATION:** Chico State Enterprises

**COMPENSATION:** $12.00 per hour

**ESSENTIAL JOB FUNCTIONS:** This position will assist the Business Services department within Chico State Enterprises. Duties will include:

- Data entry
- Performing routine office tasks, filing, scanning, and mailing
- General office support for Business Services
- Completes special projects and other duties 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). Prior experience in an office setting performing similar duties desired, but not required. Must possess the ability to maintain focus in a dynamic environment. Excellent judgment, initiative, and organizational skills. Ability to form and maintain cooperative working relationships with a diverse population and function cooperatively and productively as a member of a unit. Knowledge of Microsoft Word and Excel 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.

**APPLICATION REQUIREMENTS:** Application and announcement can be located on our website. In order to be considered, applicants must submit a Chico State Enterprises application, current resume, and schedule of availability.

**APPLICATION DEADLINE:** Open until filled. Application review begins August 29, 2019. Applications received after August 28, 2019 may not be considered. 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/](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](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.