STUDENT ASSISTANT JOB DESCRIPTION

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<th>Department: Accounting</th>
<th>Supervisor: Frank Vescio</th>
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**Job Title:** Student Assistant - Accounting (Summer)  
**Hours to be Worked:** Up to 40 hrs per week during the summer

**Pay Level:** I  
**Hourly Pay Rate:** $13.00/hr

**Job Summary (purpose of nature of work):**  
Assists Accounting department by scanning, renaming & storing documents for Accounting department staff. Assists Cashier and Student Financial Services with other duties & responsibilities as needed.

**Job Duties:**
- Scanning, renaming and storing documents for all accounting departments
- Assist Cashier and Police Department staff with parking machine collections

**Required (or Preferred) Skills, Knowledge, and Abilities:**
- Able to operate printer/copier/scanner machine
- Knowledge of Word & Excel
- Be familiar with online (electronic) file management
- Must have good organizational and communication skills

**Background Check:** Satisfactory completion of a background check (including a criminal records check and fingerprinting) is required for employment. CSU will make a conditional offer of employment, which may be rescinded if the background check reveals disqualifying information, and/or it is discovered that the candidate knowingly withheld or falsified information. Failure to satisfactorily complete the background check may affect the continued employment of a current CSU employee who was conditionally offered the position.

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