

Department: Accounting	Supervisor: Frank Vescio
Job Title: Summer Bridge Student Assistant – Accounting	Hours to be Worked: 24/hrs per week
Pay Level: I	Hourly Pay Rate: \$15.00/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

Required (or Preferred) Skills, Knowledge, and Abilities:

- Able to operate printer/copier/scanner machine
- 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) 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 CSU will make a conditional offer of employment, which may be rescinded if the background check reveals disqualifying information, and/or it is discovered that the candidate knowingly withheld or falsified information.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.

Title IX: Please view the Notice of Non-Discrimination on the Basis of Gender or Sex and Contact Information for Title IX Coordinator at: <https://www2.calstate.edu/titleix>

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