

<b>Department:</b> Human Resources	<b>Supervisor:</b> Zelda Calipes
<b>Job Title:</b> Student Assistant – HR Office (FWS/Non-FWS)	<b>Hours to be Worked:</b> Up to 20 hours per week
<b>Pay Level:</b> 1	<b>Hourly Pay Rate:</b> \$15.00

**Job Summary (purpose of nature of work):**

Will provide support at the reception desk, assist the HR team, and will be assigned various projects and tasks within HR. This position will also allow a student to gain knowledge and experience in HR.

**Job Duties:**

- Provide front desk reception services for Human Resources. Direct staff/faculty/students/visitors to appropriate HR team member.
- Filing and/or shredding materials
- Photocopying/sorting/collating materials
- Updating the HR website and Formstack
- Basic typing and data entry
- Processing incoming/outgoing mail and faxes.
- Other duties as assigned.

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

- Typing and keyboarding skills and the ability to use standard office equipment
- Ability to use standard word processing and data collection computer programs
- Ability to navigate and update websites and Formstack
- Knowledge of English grammar, spelling and punctuation

**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 CSU will make a conditional offer of employment, which may be rescinded if the background check reveals disqualifying information, and/or it is discovered that the candidate knowingly withheld or falsified information.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.

**Mandated Reporter:** The person holding this position is considered a 'mandated reporter' under the California Child Abuse and Neglect Reporting Act and is required to comply with the requirements set forth in CSU Executive Order 1083 revised July 21, 2017 as a condition of employment.

**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>

**EEO Statement:** Cal Maritime is an Equal Opportunity, Affirmative Action Employer. The university subscribes to all state and federal regulations and prohibits discrimination based on race, color, religion, national origin, sex, gender identity/gender expression, sexual orientation, marital status, pregnancy, age, disability, genetic information, medical condition, covered veteran status, or any other protected status.

Reasonable Accommodations will be provided to applicants with qualifying disabilities who self-disclose by contacting the Benefits Coordinator at (707) 654-1146.