

Position:	Office Assistant
Reports to:	Programs Specialist
Number of Positions:	1
Location:	California State University, Fresno - Fresno, CA
Employment Dates:	June 21- July 26, 2023
Rate of Pay:	\$15.50/hour
Schedule:	20-40hrs/week, evenings, weekends and holidays required

Position Summary

Under the direct supervision of the Programs Specialist the Office Assistant will perform various clerical activities in support of Summer Arts. Typical duties include providing general support and assistance to all CSUSA administrators as needed; answering phones; taking and distributing messages; data entry; typing; working with Excel, Word, and FileMaker Pro; monitoring general office items: office supplies, incoming faxes, copier use; providing photocopy assistance to all coordinators and guest artists; maintaining a professional and friendly office environment; other duties as assigned by supervisor. The Office Assistant will have regular interactions with Summer Arts staff, faculty course coordinators, guest artists, campus personnel, members of the community, and Summer Arts students.

Qualifications and Requirements

- Candidate must have excellent verbal communication skills
- 1 year of clerical experience
- Basic knowledge of general office procedures and standard office equipment
- Basic working knowledge of software applications such as Microsoft 365 and Google Workspace
- Ability to handle multiple tasks and changing priorities.
- Excellent organizational, interpersonal, and communication skills
- Must be available to work hours 7 days a week in the month of July.
- Interest in the arts preferred

Application Instructions

- Apply online with a cover letter and resume in PDF format by [clicking here](#).
- Application deadline: Applications will be reviewed on a rolling basis and position may close at any time. Apply by February 17, 2023