

<b>Position:</b>	Operations Assistant
<b>Reports to:</b>	Programs Specialist
<b>Number of Positions:</b>	1
<b>Location:</b>	California State University, Fresno - Fresno, CA
<b>Employment Dates:</b>	May 15–July 26, 2023
<b>Rate of Pay:</b>	\$16.50/hour
<b>Schedule:</b>	20-40 hrs/week, evenings, weekends, and holidays required

### **Position Summary**

Under the direct supervision of the Programs Specialist of Summer Arts, the Operations Assistant will perform various administrative activities in support of Summer Arts. Typical duties include but not limited to providing general support and assistance to all CSUSA administrators as needed; assisting in organization of all receptions, special meetings, and dinner functions; assisting with tracking, purchasing, and distributing course materials; assisting in working with vendors on all hotel and dorm reservations and off-site events; assisting with housing and meal needs for guest artists and course coordinators; assisting in managing CSUSA merchandise; general clerical work; data entry using Microsoft Office; maintaining a professional and friendly office environment; other duties as assigned by supervisor. The Operations 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**

- 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 February 17, 2023