CSU Summer Arts
Office Assistant

POSITION: Office Assistant
REPORTS TO: Assistant Director
NUMBER OF POSITIONS: 1

Job performance and services are expected to be from June 1 through July 31, 2016. The rate of pay is $10.00 per hour. The time base for this position is hourly intermittent, full-time. The daily work schedules will be available tentatively two weeks in advance. The number of hours worked per day will be variable for each day of the week, including weekends. No more than forty (40) hours per week for a week that begins on Sunday and ends on Saturday. Time sheets are to be kept on a daily basis and then reported to your supervisor. As a temporary casual hire, the candidate is not eligible to receive insurance, vacation or sick leave benefits. Services rendered are to assist the Assistant Director in the following areas:

RESPONSIBILITIES:

1. Provide general support and assistance to all CSUSA administrators as needed.
2. Answer phones, take and distribute messages.
6. Photocopy assistance to all coordinators and guest artists.
7. Maintain a professional and friendly office environment.
8. Other duties as assigned by supervisor.

QUALIFICATIONS:

Candidate must have excellent verbal communication skills. Must present a professional and calm office environment, and work well in rushed situations. Individual must be punctual, spontaneous, dependable, and work well with others. Must be available to work hours 7 days a week in the month of July.

Email résumé and letter of interest for position to:
Joanne Sharp, Assistant Director
jsharp@calstate.edu

2/2/16