POSITION ANNOUNCEMENT

TITLE: DATA PROCESSING TECHNICIAN
DEPARTMENT: SOUTH CENTRAL COASTAL INFORMATION CENTER
REPORTS TO: PROGRAM DIRECTOR
HOURS: PART-TIME 20 HOURS PER WEEK, TEMPORARY
SALARY: $18.00 / PER-HOUR
FLSA STATUS: NON-EXEMPT

POSITION SUMMARY:
- Must have extensive experience interpreting, summarizing and evaluating archaeological and historic resource records and reports.
- Must be able to read and interpret USGS 7.5 minute and 15 minute maps.
- Must be able to take direction.
- Must be flexible and possess good inter-personal skills within a small office environment.
- Must be able to commit to at least 12 hours, but not more than 20 hours per week.
- Preferred experience with Access and Excel.

PHYSICAL DEMANDS:
Prolonged sitting in front of computer. Walking, talking, hearing, pulling, bending, may carry 10-15 pounds of objects/material, not exposed to extreme noise level, use hands to finger, handle, or feel, reach with hands or arms, stoop, kneel, taste or smell.

APPLICATION PROCEDURE: To be considered an applicant; you must apply through our online applicant portal found on the following site:
http://asc1app.fullerton.edu/Finance/applicant/public/default.aspx

If you are a qualified individual with a disability or a disabled veteran, you have the right to request an accommodation if you are unable or limited in your ability to use or access our career center as a result of your disability. To request an accommodation, contact a Human Resources Representative at ascemployment@fullerton.edu.

CSU Fullerton Auxiliary Services Corporation is an Equal Opportunity/Affirmative Action employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex including sexual orientation and gender identity, national origin, disability, protected Veteran Status, or any other characteristic protected by applicable federal, state, or local law.