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**POSITION PURPOSE**
This position provides important administrative support to the Associated Students’ Government and Administration department. The incumbent is responsible for performing duties relative to the daily operations of the Government suite, while serving as the front desk receptionist. Duties include, but are not limited to, implementing office procedures, completing all administrative tasks and functions for the benefit of the Board of Directors, A.S. Committees and the government and administrative departments. The incumbent must be energetic and enthusiastic along with having the ability to engage customers and provide exceptional customer service.

**ASSOCIATED STUDENTS**
Associated Students’ (A.S.) mission is to support and represent the students of San José State University by continuing the organization’s legacy of student advocacy and leadership; to enhance SJSU students’ education through high quality programs and services; and to prepare students as they move towards a thoughtful and purposeful life after graduation.

A.S. is a non-profit auxiliary corporation serving the students of San Jose State University whose primary source of funding is from mandatory student body fees. A.S. Departments include the Cesar Chavez Community Action Center, Child Development Center, General Services Center, Human Resources, Information Technology, Events, Marketing, Print & Technology Center, Student Government, and Transportation Solutions.

**EDUCATION / EXPERIENCE**
- Must be a currently matriculated SJSU student
- Requires at least 1-2 years experience in clerical and administrative support
- Knowledge of the SJSU campus and university services
- Customer Service experience is preferred

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

**Execution (45%)**
- Provides clerical support to the Government and Administration departments, to include filing, correspondence, archiving, organizing and special projects
- Fulfill clerical duties related to taking and typing minutes, physical posting of A.S. Government documents as required
- Completes special projects with efficiency and effectiveness to support administrative functions and operations
- Delivers correspondence across campus as needed

**Customer Service and Communication Skills (40%)**
- As the first contact to guests and students, you are responsible for providing the first impression of A.S. therefore you must be friendly, knowledgeable about the campus and willing to go above and beyond
- Implements office procedures, answers the telephone, provides information as needed, routes calls to their destinations, takes and communicates messages
- Routes incoming mail and prepares outgoing mail
- Must learn about the functions of the other A.S. departments to be knowledgeable when asked questions
Organization and Maintenance (15%)
- Completes all administrative tasks and functions for the benefit of the Board of Directors, A.S. Committees and the Government and Administrative departments as defined
- Conducts monthly inventory counts, opening procedures and training tasks as assigned
- Ensures all meeting rooms and communal spaces are organized and maintained on a regular basis

Must be able to work Mondays and Wednesdays between 2:00-6:00pm. Additional acceptable work hours between 8-5pm, Tuesday, Thursday and Friday.

KNOWLEDGE, SKILLS, ABILITIES AND OUTCOMES:
To perform this job successfully, this individual must be able to perform each essential duty and responsibility satisfactorily. Additionally, must maintain professionalism, integrity, consistency and reliability at all times.

- Must be able to take excellent notes when covering A.S. Committee meetings
- Requires excellent verbal and written communication skills
- Requires excellent interpersonal skills
- Ability to take the initiative to improve processes and procedures
- Ability to effectively present information and respond to questions from managers, students and the general public
- Ability to write business correspondence
- Ability to work independently with minimum supervision
- Ability to plan and organize office activities
- Must be proficient in MS Word, MS Excel, Google Mail, Google Calendar, Google Docs
- Ability to type at least 60 WPM

GUIDELINES
This position is non-exempt from the provisions of Section 1 of the California Industrial Welfare Commission Orders.

This position has been identified as a mandated reporter required to report the observed or suspected abuse or neglect of children, dependent adults, or elders to designated law enforcement or social service agencies. We reserve the right to make employment contingent upon completion of signed statements acknowledging the responsibilities of a mandated reporter.

This position may be exposed to sensitive or personal information and is required to comply with the requirements set forth by the Integrated CSU Administrative Manual 8000 series and Associated Students Information Security Standards as a condition of employment.

A background check (including a criminal records check) must be completed satisfactorily before any candidate can be offered a position within Associated Students. Failure to satisfactorily complete the background check may affect the application status of applicants or continued employment of current Associated Students employees who apply for the position.

Associated Students is an equal opportunity employer and will consider all qualified applicants without any regard to race, color, national origin, ancestry, religion, creed, age, disability, medical condition, sex, sexual orientation, gender identity, genetic information, marital status, military and veteran status or any other basis protected by federal, state, or local laws. If you are an individual with a disability and require a reasonable accommodation to complete any part of the application process and/or need an alternative method of applying, please email as-hr@sjsu.edu. Associated Students hires only individuals lawfully authorized to work in the United States (Public Law 99-603).

APPLICATIONS
Applicants must submit a complete application through the Associated Students applicant tracking system, ADP. Only complete applications will be considered.

DEADLINE
Application Review will be August 13th, 2018. The position will remain open until filled.

Click here to apply!