**Position: Front Desk Office Assistant**
**Supervised By:** CCCAC Program Manager Maribel Martínez
**Length of Employment:** August 2010 – May 2011 / 15-20 hrs week
**Compensation:** $9-12/hr

**POSITION PURPOSE**

The Cesar E. Chavez Community Action Center, a department of Associated Students, connects San Jose State University students with community service opportunities that deepen the educational experience while promoting the lifelong commitment to civic activism at the heart of the Cesar Chavez legacy.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

**Completing Office Related Tasks**
1. Make copies for programs and meetings
2. Send faxes to campus departments or community partners. Distribute faxes to corresponding office staff
3. Filing and finding documents both electronically and hard copy
4. Miscellaneous Projects
5. On-campus errands

**Event/Meeting Planning**
1. Book rooms if asked
2. Check e-mail daily
3. Complete requests/jobs asked through e-mail (from Executive Director, Executives, Board Members, A.S. Managers)
4. Follow up with questions/concerns from students and any other department faculty/staff

**Office Communication**
1. Answer main Center’s line
2. Check voicemail daily, update message when needed
3. Take messages and Transfer calls
4. Greet students and answer general Center information
5. Update the center’s website
6. Create monthly calendar and bulletin board

**Supplies**
1. Maintain office supplies
2. Conduct inventory updates
QUALIFICATIONS

To perform this job successfully, this individual must be able to perform each essential duty and responsibility satisfactorily.

KNOWLEDGE, SKILLS, AND ABILITIES

1. Demonstrate capacity to work effectively in a diverse University environment.
2. Ability to establish and maintain effective working relationships with the CCCAC personnel.
3. Demonstrate ability to coordinate and work with CCCAC and SI staff, including skills at conflict resolution and negotiation.
4. Ability to work independently and complete project on time.
5. Excellent oral and written communication skills and the ability to analyze problems, facilitate solutions, and promote programs.
6. Ability to follow complex written and oral instructions and make presentations in classrooms, workshops and related events.

MINIMUM JOB REQUIREMENTS:

Enrollment at San Jose State University for the 2010-2011 Academic Year

Must be available to attend the following (no exceptions)
1. Staff meetings
   a. 1st and 3rd Fridays: all-staff meeting
   b. 2nd and 4th Fridays: 1-1 meeting with program coordinator for 1hr between the hours of 9-5pm
2. 2 staff retreat/trainings

Fall retreat: August 9-14 AND

Winter retreat: January 10-14