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**POSITION PURPOSE**
This position provides general administrative support to the Child Development Center administrative staff and performs duties relative to the daily operations of the Child Development Center. The person in this position must be energetic and enthusiastic along with having the ability to contact parents and staff with instructions or pertinent information.

Associated Students Child Development Center (ASCDC) serves students, faculty, staff, alumni, and community families by providing childcare to children 4 months to 5 years of age. We are part of Associated Students, SJSU, an independent non-profit corporation serving as an auxiliary and student government for San Jose State University.

**AVAILABILITY**
Looking for coverage for the following shifts: Mondays 8-11, Wednesdays 830-200 and Thursdays 1130-245

**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**
- Requires front desk experience as a receptionist.
- Must be a current matriculated San Jose State University Student
- Must be 18 years of age or older

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**
- Implements office procedures, answers the telephone, provides information as needed, redirects call, takes and communicates messages; makes phone calls
- Perform general office duties at request of Family and Business Coordinator, Director, Assistant Director, Program Coordinators, or Teachers: filing, data entry, making copies, general typing tasks, typing documents, and running errands
- Assists all administrative staff/teachers with events or errands during scheduled office as requested
- Greets visitors to the center and escort them to their destination
Recognizes family members who pick up children; check ID’s of non-regulars, and confirm authorization
Maintains strict confidentiality of student and family information at the center
Executes opening or closing procedures and training tasks as assigned
Ensures the front office area of ASCDC is kept neat and organized
Collects and reports data for various government programs as directed by the CDC professional staff
Collects, sorts, organizes and analyzes data on Excel for statistical reports
Creates and updates documents and spreadsheets as needed.
Completes special projects with efficiency and effectiveness to support administrative functions and operations.

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.

- Requires excellent verbal and written communication skills
- Ability to write business correspondence
- Ability to work independently with minimal supervision
- Ability to plan and organize office assignments
- Ability to create a spreadsheet for the purpose of analyzing data, ability to collect, sort, organize and manipulate data on Excel
- Ability to type at least 60 WPM
- Excellent math and statistics skills
- Requires excellent interpersonal skills
- Must be proficient in MS Word, MS Excel, Google Mail, Google Calendar, Google Docs, Internet Explorer

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
The position will remain open until filled.

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