Click [here](#) to apply!

**POSITION PURPOSE**
This position provides general administrative support to the Associated Students General Services Center. Performs duties relative to the daily operations of the office that include answering the phone, data entry, filing, and other support tasks that benefit staff, co-workers, university personnel, and students, where necessary.

**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 current matriculated San José State University student
- Requires at least one year experience in clerical and administrative support

**QUALIFICATIONS**
- Federal Work-Study Applicants Preferred.
- The ability to follow directions, work well with other employees and the general public, learn and adapt to new office procedures in a timely manner as well as ability to work well under pressure. Students must be knowledgeable with handling money and making change. Prefer students with large blocks of time on their schedule and some knowledge of using standard office equipment and some typing experience. Students must be responsible for arriving to work on time prepared to get work done. They must maintain professionalism, integrity, consistency, and reliability at all times.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

A. **Front Counter/Clerical Duties (75%)**
- Handling monetary transactions such as selling money orders, receiving and processing PG&E payments, check cashing, faxing, making change, and accepting campus organization deposits
- Selling and issuing transit passes such as Highway 17 Express Passes for the Santa Cruz METRO, Altamont Commuter Express (ACE) train tickets, and Eco Pass Clipper Cards
• Processing and issuing bike enclosure key and/or locker key deposits and returns
• Explaining, preparing, issuing, and selling International Student Identity Cards
• Explain the health and dental insurance that is offered for students
• Maintain, monitor, and perform front counter duties
• Explain, receive, and process applications for the A.S. Affordable Textbook Program
• Setting/Opening up Campus Organization Trust Account(s)
• Processing large volumes of requisitions for Accounts Payable and Accounts Receivable

B. Administrative and Office Support (15%)
• Route incoming and outgoing mail
• Give information and directions regarding campus facilities as requested
• Perform opening and closing duties which includes changing date stamp, signs, and etc.
• Answer phones and provide correspondence to the campus community and general public
• Perform clerical support to the full-time staff which includes filing, correspondence, and organizing

C. Administrative Operations (10%)
• Take inventory of office supplies
• Help other A.S. departments with their activities and represent General Services Center in orientation programs when necessary
• Run errands on campus and within the surrounding area including deliver and pick-up checks
• Maintain the bulletin board with up-to-date fliers and other communications
• Perform all other duties for General Services Center as they are assigned.

KNOWLEDGE, SKILLS, AND ABILITIES
• Must be proficient in Microsoft programs; including Word, Excel, and Access.
• Ability to work independently with little or minimum supervision
• Requires excellent verbal and written communications skills
• Ability to provide customer service within a diverse culture
• Ability to work as a team player, and lift 40 pounds
• Ability to write business correspondence
• Requires excellent interpersonal skills

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.

Click here to apply!