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**POSITION PURPOSE**

This position provides administrative support to the Associated Students (A.S.) Administration department and the student assistant receptionist team. Duties are relative to the daily operations of the A.S. House, including space reservation and scheduling, maintaining files, correspondences, and conducting professional communication among staff, directors, university personnel and students. The incumbent must be energetic and enthusiastic along with having the ability to approach walk-ins and engage in conversation. Responsibilities include, serving as receptionist for the A.S. Administration House, implementing office procedures, completing all administrative tasks and functions for the benefit of the administrative department, leading peer receptionists, and providing clerical support and completing special projects with efficiency and effectiveness.

**ASSOCIATED STUDENTS**

Associated Students (A.S.) represents the students of San José State University and speaks on their behalf for various policy making, academic and event planning decisions. Associated Students, SJSU is an independent non-profit corporation serving as an auxiliary and student government for San Jose State University.

**EDUCATION / EXPERIENCE**

- Must be a current matriculated SJSU student
- Requires at least one year experience in clerical and administrative support
- Knowledge of the SJSU campus and university services

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

I. **Customer Service**
   - Implements office procedures, answers telephones and disseminates information to supporting staff as needed.
   - Provides clerical support including but not limited to filing, writing business correspondences and organizing files.

II. **Organization and Maintenance**
   - Responsible for scheduling and the set-up of meeting rooms, recreation lawn and BBQ pit.
   - Completes all administrative tasks and functions for the benefits of the Board of Directors, A.S. Committees and the Administrative department.
   - Ensures all meeting rooms and communal spaces are organized and clean at all times.

III. **Execution**
   - Communicates effectively when responding to inquiries from employees, students and general SJSU community.
   - Completes special projects with efficiency and effectiveness to support administrative functions and operations.
   - Delivers intercampus mail and runs errands across campus as needed.
   - Participates in monthly department meetings as scheduled by supervisor
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
- 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 conduct research and compile information
- Ability to work independently with minimum supervision
- Ability to plan and organize office activities
- Must be proficient in MS Word, Google Mail, Google Calendar, Google Docs, Internet systems

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 on February 2nd, 2018. The position will remain open until filled.

Click here to apply!