Associated Students  
San José State University  

Administrative Services  
Position Description  

Job Title: Administrative Assistant for the Executive Director  
Position Department: Associated Students, San José State University  
Status: Full time position  
Reports to: Associated Students Executive Director  

Position Purpose  

The Administrative Assistant provides administrative and clerical support to the Associated Students Executive Director and in general to the A.S. Administration House. The Administrative Assistant also serves as receptionist and provides logistic support such as the preparation of reports, coordination of events etc. This position is designated as a confidential employee of the corporation. Associated Students, SJSU is a separate non-profit corporation serving as an auxiliary and student government for San Jose State University.  

Essential Duties and Responsibilities  
(Other duties may be assigned)  

1. Serves as the Administrative Assistant for the Executive Director, responsible for the Executive Director’s scheduling calendar, travel arrangements, files and correspondence, as well as assisting the Executive Director in the implementation of special projects to insure efficient and effective administrative operations of the entire Associated Students Auxiliary. Priority Weight Assigned: 25%  
2. Provides in conjunction with the A.S. Government Administrative Assistant general administrative support to the entire A.S. Administration House, maintaining order and a professional environment at all times. Also implementing special events and social activities alone or in conjunction with other staff and/or the Board of Directors as to create the appropriate environment and image for the organization and its services. Priority Weight Assigned: 15%  
3. Prepares reports, presentations, requisitions, contracts, meeting minutes and statements as needed, also maintains permanent records, files and other general information, updating as necessary data and record keeping mechanisms to achieve smooth data management processes. Priority Weight Assigned: 20%  
4. Serves as the primary receptionist for the A.S. Administration House. Implements office procedures. Answers telephone, provides information as needed, routes calls to destination, takes and communicates messages. Reads and routes incoming mail and prepares out-going mail. Being the first contact to guest and students, the Administrative Assistant is responsible for providing the first impression of the A.S.
Administration House. Priority Weight Assigned: 20%

5. Follows and implements A.S. employment policies and procedures and reports personnel matters to the Executive Director. Hires, trains, supervises, and evaluates student assistants. Processes time sheets for student assistants’ payroll and Work Study payroll. Priority Weight Assigned: 10%

6. Responsible for the scheduling and set-ups of the A.S. Administration House meeting rooms for non-A.S. groups, also ensuring the appropriate coordination with the Government Administrative Assistant for the Board of Directors and Committee meetings. Priority Weight Assigned: 5%

7. Insures items are secured at closing. Priority Weight Assigned: 5%

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

Knowledge skills and abilities
1. Ability to effectively present information and respond to questions from managers, students and the general public.
2. Ability to write business correspondence, reports and procedure manuals.
3. Ability to work independently with little or minimum supervision.
4. Interpret technical procedures and/or regulations.
5. Ability to plan and organize office activities.
6. Must be proficient in Microsoft programs; including Word, Access, Excel, and Outlook.
7. Ability to type at a professional speed standard.
8. Requires excellent verbal and written communications skills.
9. Requires excellent interpersonal skills.

Education and experience
1. Requires at least an AA in Office Administration, Business, Public Administration or related area.
2. Requires at least three to five years experience in administrative and clerical support and one year in supervision.

Guidelines
This position is not exempt from the provisions of Section 1 of the California Industrial Welfare Commission Orders.

Salary Range: $2,600.00 - $4,183.00 monthly
$31,200.00 - $50,200.00 annually

October 27, 2005
ADA