Position Title: Counter Clerk  
Department: A.S. Print & Technology Center  
FLSA Status: Non-Exempt  
Full/Part-Time: Part-Time  
Compensation: $15.00 per hour  
Reports To: Print Production Coordinator/Print & Operations Manager

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Associated Students Summary  
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.

Position Summary  
Under the direction of the Print & Technology Center (PTC) supervising staff, the Counter Clerk performs a variety of functions related to the daily operation of the PTC.

Essential Functions:  
- Greet customers and provide excellent customer service.  
- Operate a cash register, answer the phone, and respond to customer e-mails.  
- Monitor and provide assistance in the self-service area. This includes helping customers, refilling paper, changing toner cartridges, clearing jams, and refilling staplers/tape dispensers.  
- Take, process, and price customer, reader, and University work orders.  
- Properly track and deliver University work orders.  
- Deposit cash bag and obtain change at the General Service Center.

Knowledge, Skills, And Abilities:  
- Intermediate math skills and the ability to count change without a calculator.  
- Basic knowledge and competency with Microsoft Office and Adobe products.  
- Basic knowledge of computers and printing processes.  
- Critical thinking and interpersonal skills.  
- Ability to work effectively and efficiently in a diverse University environment.  
- Excellent written, verbal, and time management skills.
- Ability to effectively communicate and respond both verbally and non-verbally to questions from University staff, students, and the general public.
- Ability to follow step-by-step instructions.

**Work Environment, Hours, and Physical Demands**
- This job operates in a retail print services environment and routinely uses standard office equipment.
- Ability to stand for the entire length of the shift and work in a crowded and noisy environment.
- Must be able to lift or carry office products or supplies, up to 50 pounds.
- Must be able to perform basic housekeeping functions, which includes breaking down boxes, sweeping, light vacuuming, and wiping down the front counter and self-service areas.

**Required or Preferred Education and Experience**
- Must be a current matriculated SJSU student

**Notes to Applicants**
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.

**Equal Employment Statement**
Associated Students provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws. A.S. provides reasonable accommodations for applicants with disabilities who self-disclose.

**APPLICATIONS**
Applicants must submit a completed application through the Associated Students applicant tracking system, ADP. Only completed applications will be considered.

**DEADLINE**
The position will remain open until filled.

Click [here](#) to apply!