



**Associated Students, San Jose State University**  
**One Washington Square**  
**San Jose, Ca 95192-0128**

**Position Title:** Office Assistant  
**Department:** A.S. General Services Center  
**FLSA Status:** Non-Exempt  
**Full/Part-Time:** Part-Time, WORK STUDY ONLY  
**Compensation:** \$15.00 per hour  
**Reports To:** Office Manager

Click [here](#) to apply!

### **Position Summary**

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.

### **Essential Functions**

- Process monetary transactions such as selling money orders, receiving and processing PG&E payments, check cashing, faxing, making change, and accepting campus organization deposits.
- Sell and issue transit passes such as Highway 17 Express Passes for the Santa Cruz METRO, Altamont Commuter Express (ACE) train tickets, and Eco Pass Clipper Cards.
- Process and issue bike enclosure key and/or locker key deposits and returns.
- Explaining, preparing, issuing, and selling International Student Identity Cards.
- Maintain, monitor, and perform front counter duties.
- Explain, receive, and process applications for the A.S. Affordable Textbook Program.
- Open Campus Organization Trust Account(s).
- Process large volumes of requisitions for Accounts Payable and Accounts Receivable
- Route incoming and outgoing mail.
- Give information and directions regarding campus facilities.
- Perform opening and closing duties which includes changing date stamp, signs, 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.
- 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 communication and interpersonal skills.
- Ability to provide customer service within a diverse culture.
- Ability to write business correspondence.
- 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.
- Knowledge of standard office equipment and some typing experience.

**Work Environment, Hours, and Physical Demands**

- Ability to work as a team player. This job operates in an office environment and routinely uses standard office equipment.
- Must be able to operate a computer, including a keyboard and mouse, and phone.
- Must be able to occasionally lift or carry office or event products or supplies, up to 40 pounds.
- Reliable and consistent work attendance and professionalism is required.

**Required or Preferred Education and Experience**

- Must be a current matriculated San José State University student
- Requires at least one year experience in clerical and administrative support
- Federal Work-Study Applicants Preferred.

**Employment Statements**

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.

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.

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 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!