ON CAMPUS WORK STUDY POSITION

POSITION:
Clerical Assistant, WORK STUDY Position
ASPIRE/McNair Scholars Program, San Jose State University

HOUR & PAY:
15-20 hours per week; $13 per hour

POSITION PURPOSE:
Reporting to the Director, ASPIRE Program, and receiving work lead direction from the Administrative Coordinator; this position provides a variety of general office support functions. Working independently, under general supervision, this position serves as front-line student staff performing a range of basic office support activities for the ASPIRE program and for the McNair Scholars Program, such as answering phones and directing calls, greeting and directing visitors, answering questions, and performing routine clerical, data entry, picking up and distributing mail, and filing/record maintenance work as assigned and maintaining the front desk area organized and clean.

ESSENTIAL DUTIES AND RESPONSIBILITIES – include but are not limited to the following:
1. Opens the main office each day and ensures continuous office coverage during business hours (on a part-time basis)
2. Greets students and visitors in a professional manner by phone and in-person. Assist with general questions about ASPIRE program and the McNair Scholars Program, take accurate and complete messages, or direct questions to the appropriate staff member for assistance.
3. Performs a variety of routine assignments, data entry, print reports, letters, and/or other materials.
4. Books advising appointments for ASPIRE students via phone or in-person.
5. Conducts reminder calls for next day appointments.
6. Picking up and distributing mail.

QUALIFICATIONS:
1. Must be WORK STUDY eligible
2. Minimum 2.5 GPA
3. Ability to work in a diverse environment required
4. Customer service and clerical experience desired

APPLICATION:
Submit an application along with a current resume to the ASPIRE Office & Copy Financial Award Letter to
Student Service Center, 518
Attn: Martha Toral
(408) 925-2541
*Questions can be referred to Martha at Martha.Toral@sjstate.edu

DEADLINE:
Open until filled
ASPIRE PROGRAM
San Jose State University
Student Services Center
One Washington Square
San Jose, CA 95192-0127
(408) 924-2540

CLERICAL ASSISTANT APPLICATION FORM

PLEASE PRINT IN INK OR TYPE

Name ________________________________ DATE __________

Student ID# __________________________ SSN# __________________

Local Address __________________________ Phone ( ) __________
Street ___________ City ___________ Zip ___________

Permanent Address ________________________________ Phone ( ) __________
Street ___________ City ___________ Zip ___________

Class Level ( ) Freshman ( ) Sophomore ( ) Junior ( ) Senior ( ) Graduate

Major ________________________________ Minor __________________

GPA in Major _______ Overall SJSU GPA _______ Expected graduation date _______

Units completed at SJSU ___________ Total units completed ___________

Foreign languages spoken ________________________________

Work study eligible? ( ) Yes ( ) No ( ) Have not applied for Financial Aid

Availability: hours of operation are Monday – Friday 9am – 5pm.

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Example: Monday 12 – 5pm, Tuesday 9 - 5pm

What are your career objectives? Be brief. _______________________________________________________

_________________________________________________________________________________________
Having read the job description for the clerical assistant position, please identify your experience, skills, and interests.

FOR OFFICE USE ONLY

Interview date ____________________________  By ____________________________

Start date ____________________________ Pay rate ____________________________ Hours ____________________________

Comments

Termination date ____________________________ Pay rate ____________________________ Reason ____________________________

Recommend for re-hire? ( ) Yes  ( ) No  Comments ____________________________

Signature ____________________________ Date ____________________________

PA-45
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