**Position:** STUDENT ASSISTANT, HUMAN RESOURCES

**DEPARTMENT:** Human Resources  
**IMMEDIATE SUPERVISOR:** Associate Director, Human Resources  
**POSTING DATE:** June 2, 2016  
**CLOSING DATE:** Open until filled  
**SALARY:** DOQ/E  
**EXEMPT STATUS:** Non-Exempt or Hourly  
Part time (50%), non benefited

**GENERAL NATURE OF POSITION:** As a member of the Central Office Human Resources team, the Student Assistant ensures delivery of prompt, timely, and exceptional customer service to Research Foundation clients and customers, internal and external. This position is primarily (though not exclusively) assigned to the Central Office Reception area. The Student Assistant will perform a variety of administrative and related services and support activities as a member of the Human Resources department.

**PLEASE NOTE:** Flexibility and availability as to assigned hours is important. Must be able to work between the hours of 11 a.m. and 2 p.m. through the school year.

**ESSENTIAL DUTIES & RESPONSIBILITIES:**

1) Attends all work shifts on time and is available to fill in for absences, as appropriate. Must be flexible as to their work schedule.

2) Receives all visitors in a professional, courteous manner; directs them, as appropriate.

3) Receives and directs calls in a professional, courteous manner; directs calls, as appropriate.

4) Picks up and delivers mail, and forwards documents correctly and appropriately.

5) Maintains confidentiality regarding company, department, and employee matters.

6) Adheres to department and company rules, regulations and policies while working.

7) Ensures safety of building and occupants at all times.

8) Files and maintains records and all documents in a confidential and professional manner.

9) Photocopies, scans and prints important documents. Sends and receives faxes and emails as requested.

10) Drive the electric carts (mail runs, SJSU campus, and downtown locations).

11) Other tasks or assignments, as appropriate.
INTERPERSONAL CONTACTS: Frequently interacts with all levels of both internal and external customers and clients, including the general public.

QUALIFICATIONS:

1) Education and Experience

a. Must be a student properly enrolled and in good standing at either SJSU or another institution of higher learning, actively pursuing their Bachelor’s degree. An AA degree highly preferred.

b. Must maintain their GPA in a manner which conforms to ongoing pursuit of higher education credentials

2) Knowledge, Skills and Abilities required

a. Must possess solid interpersonal skills; must be able to develop and maintain solid working relationships with all levels of clients and customers, internal and external.

b. Must be able to effectively interact with staff, faculty and students in a culturally diverse environment.

c. Must possess solid communication skills, both written and verbal.

d. Must be flexible as to work hours and assignments; must be able to multi-task; must be organized.

e. Must be able to be flexible as to work hours, as assignments require.

f. Solid work ethic: must be dedicated and disciplined.

g. Basic knowledge of computer software applications (Office: Word, Excel).

h. Must have a valid California Drivers’ license and clean driving record. Will be asked to attend and pass the CSU driving course.

3) Physical Requirement

Typical office environment and equipment. Requirements may include prolonged sitting or standing, visual acuity for work at a computer terminal for extended periods of time. May also be required to walk/travel across campus to other offices or buildings on and off the main campus.

4) Complexity of Duties

Receives general instructions as to tasks. Performs tasks fairly independently with general oversight and direction.

SUPERVISORY RESPONSIBILITIES: None

APPLICATION PROCEDURE

To apply for this position, you may submit a letter of interest and a resume or an application. An application and other information may be obtained from the Foundation Human Resources Department, through the Foundation’s web site at http://www.sjsu.edu/researchfoundation/open/index.html or in person by visiting the Foundation, located at 210 North 4th Street, 4th Floor, San Jose, CA (corner of St. James & North 4th Streets). An application will be required for those interviewed.
Foundation employment is separate and distinct from San Jose State University or State of California employment.

The San Jose State University Research Foundation (SJSURF) is a non-profit auxiliary of San Jose State University. SJSURF is totally self-supported. The majority of the organization’s funding comes from the federal government, and other public and private entities. With annual revenues totaling over $65 million, programs managed through SJSURF cover a rich diversity of applied research, public services, and educational related activities.

The SJSURF has implemented California State University Executive Order 1083 ([http://www.calstate.edu/eo/EO-1083.pdf](http://www.calstate.edu/eo/EO-1083.pdf)). By policy, all SJSURF employees are mandated reporters for suspected child abuse or neglect and are expected to undergo formal training in accordance with the directives of the Executive Order.