

**Position Title:** Administrative Support Assistant II

**Supervisor:** Department Chair

**Department:** World Languages and Literatures

**Work Schedule:** Typical work schedule will be during regular business hours (M-F, 9am-5pm); Other shifts available pending budget.

**Start date:** Spring 2019 (date is flexible)

**JOB SUMMARY:**

Clerical position (up to 20 hrs/week in summer; up to 30 hrs/week in academic year) to support day-to-day operations in the Department of World Languages and Literatures. Staff member reports to the Chair and will receive lead work from the administrative coordinator.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

1. Oversees day-to-day operations in the Carmen Sigler Media Center, including scheduling meetings, test proctoring, tutoring, equipment checkout & student workers. Oversees upkeep of Clark Hall 206, i.e. classroom furniture & equipment. Maintains software & technology updates.
2. Design department program and event fliers, prepare & organize promotional, student advisement & other communications. Monitor & update social media accounts, newsletter, website, & help create a campaign to engage alumni network. Design & promote the Media Center as a resource.
3. Assists coordinator in planning, promoting and organizing on and off-campus events for student recruitment, retention & cultural events.
4. Greet and assist students and visitors; Answer phones and emails. Receive, process and file away student forms.
5. Other duties as assigned.

**QUALIFICATIONS:**

**1. Education and experience**

Bachelor's degree. 1 year of administrative support/customer service experience preferred.

**2. Required knowledge, skills and abilities**

Excellent written and verbal communication skills. Junior level experience with Adobe Suite (Illustrator, Photoshop, and InDesign). Familiarity and knowledge of social media. Good general clerical skills, including familiarity with MS Office Suite and G Suite. Knowledge of second language other than English is a plus. Good customer service and people skills. Pleasant, helpful, creative and upbeat demeanor.

**3. Preferred skills**

Photography is a plus. Good knowledge of student activities on campus. Ability to successfully market and promote department and events.

Starting Wage: \$18.00/hr *based on experience*

Submit letter of interest, resume and a portfolio sample to [kristine.adams@sjsu.edu](mailto:kristine.adams@sjsu.edu).

Application Deadline: February 1, 2019