



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

**Position Title:** Government Administrative Assistant  
**Position Department:** Government/Administration  
**FLSA Status:** Exempt  
**Full/Part-Time:** Full-Time  
**Compensation:** \$62,0000 - \$89,000  
**Reports to:** Executive Director

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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**

The Administrative Assistant provides administrative support to the Associated Students (A.S.) Government department, Administration employees, and the Board of Directors. The Administrative Assistant also serves as an office manager and provides logistical support, which includes the preparation of reports, Board of Directors documents, overseeing the reception area, etc.

### **Essential Functions**

- Responsible for the Board of Directors and Committees meeting agendas and minutes, travel arrangements, files and correspondence, as well as assisting the Executive Director in the implementation of special projects related to the government functions to ensure efficient and effective administrative operations of the entire Associated Students auxiliary.
- Provide, in conjunction with the Executive Director's Administrative Assistant, general administrative support to the entire Government office, which includes maintaining order and a professional environment at all times.
- Assist with special events and social activities for the Board of Directors or the organization as needed.
- Assist in the purchasing of items for the Board of Directors' activities, such as Homecoming, the A.S. 55 Awards Ceremony, Scholarship Dinner, etc., and create event files.
- Prepare Government department reports, presentations, requisitions, contracts, and all additional documents pertaining to the Board of Directors or Committees actions as needed.
- Maintain permanent records, files and other general information, updating as necessary.
- Implement office procedures. Provide guidance and interpretation of office policies and procedures during the annual transition period and during the academic year as needed.

- Answer telephones, provide information as needed, route calls to destination, and take and communicate messages.
- Read and route incoming mail and prepare out-going mail.
- Being a contact to guests and students, the Administrative Assistant is responsible for providing the professional impression of the Government office.
- Follow and implement A.S. employment policies and procedures and consult with Human Resources on personnel matters.
- Hire, train, supervise and evaluate student assistants.
- Approve time sheets for student assistants' payroll and Work Study payroll.
- Process monthly Board of Directors stipends.
- Make travel arrangements for Board members to CSSA and various conferences, including planning, purchases, etc.
- Ensure the appropriate room scheduling for the Board of Directors and Committee meetings.
- Attend Board of Directors meetings, training, retreats, and In-Services.
- Order office supplies for the Government department.
- Maintain the operation of the office equipment, such as the printer and video screen.
- Work closely with the Leadership and Government Coordinator on Board of Directors related projects.

### **Knowledge, Skills, and Abilities**

- Ability to establish and maintain cooperative working relationships within a diverse University environment.
- Ability to effectively present information and respond to inquiries from campus constituents, employees, students and the general public.
- Ability to prepare business correspondences, prepare and finalize meeting minutes, and organize and conduct research according to level of the request.
- Ability to read and interpret policies and procedures, make recommendations for changes and improvement, and ability to advise others of the appropriate action.
- Ability to work independently with minimal supervision.
- Ability to plan and organize office activities.
- Ability to organize and set priorities and meet deadlines.
- Ability to maintain confidentiality of work-related information.
- Excellent verbal and written communications skills.
- Excellent interpersonal skills.
- Prior knowledge or experience in higher education is preferred.
- Must be proficient in Microsoft Office apps and Google Workspace.

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

- This job operates in an office environment and routinely uses standard office equipment.
- Work hours are Monday through Friday, 8:00 AM – 5:00 PM. Occasional evening and weekend work may be required as job duties demand.
- 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.

### **Other Duties**

- This job description is not designed to cover or contain a comprehensive list of activities, duties or responsibilities that are required of the employee for this job. Activities, duties, or responsibilities may change at any time, with or without notice.

### **Required or Preferred Education and Experience**

- BA/BS degree in Business Administration or related field
- Minimum 3 years of experience in administrative support functions
- General knowledge of various employment laws and practices
- Skills in database management and record keeping are necessary

- Supervision experience required

**Notes to Applicants**

The person holding this position is considered a mandated reporter under the California Child Abuse and Neglect Reporting Act and is required to comply with the requirements set forth in CSU Executive Order 1083 Revised July 21, 2017 as a condition of employment.

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 after a conditional offer of employment. Failure to satisfactorily complete the background check may affect a conditional offer of employment.

**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 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!