



Associated Students, San José State University Job Posting

Position Title: Government Office Assistant
Position Department: Administration & Student Government
FLSA Status: Non-Exempt
Full/Part-Time: Part-Time
Compensation: \$15.25 per hour
Reports To: Government Administrative Assistant

Click [here](#) to apply!

Position Summary

This position provides important administrative support to the Associated Students' Government and Administration department. When on campus, the incumbent is responsible for serving as the front desk receptionist and performing duties relative to the daily operations of the Government suite. Duties include, but are not limited to, implementing office procedures, completing all administrative tasks and functions for the benefit of the Board of Directors, A.S. Committees and the government and administrative departments. The incumbent must be energetic and enthusiastic along with having the ability to engage customers and provide exceptional customer service.

Essential Functions

- As the first contact for guests and students, you are responsible for providing exceptional customer service, which includes being courteous, friendly, and knowledgeable about the campus.
- Implement office procedures, answer the telephone, provide information as needed, route calls to their destinations, and take and communicate messages.
- Route incoming mail, prepare outgoing mail, and deliver correspondence across campus as needed.
- Provide clerical support to the Government and Administration departments. Clerical duties include taking and typing meeting minutes, posting A.S. Government documents, filing or archiving documents, and oral or written correspondence.
- Complete special projects with efficiency and effectiveness to support administrative functions and operations.
- Must learn about the functions of the other A.S. departments to be knowledgeable when answering customer questions. This is important as an agent during Live Chat sessions.
- Complete administrative tasks and functions for the benefit of the Board of Directors, A.S. Committees, and the Government and Administrative departments.
- Complete opening or closing procedures, monthly inventory counts, and training tasks as assigned.
- Ensure all meeting rooms and communal spaces are clean and organized on a regular basis.

Knowledge, Skills, and Abilities

- Must be able to take excellent notes when covering A.S. Committee meetings whether on campus or working remotely.

- Requires excellent verbal and written communication skills, as well as excellent interpersonal skills.
- Ability to work independently with minimal supervision, organize office activities, and take the initiative to improve processes and procedures.
- Ability to effectively present information and respond to questions from managers, students and the general public.
- Ability to write business correspondence.
- Must be proficient in MS Word, MS Excel, Google Mail, Google Calendar and Google Docs.
- Ability to type at least 60 WPM.

Work Environment, Hours and Physical Demands

- This job operates in an office environment and routinely uses standard office equipment.
- Must be able to work Mondays and Wednesdays between 2:00-6:00 pm. as well as additional work hours between 8:00 am-5:00 pm, Monday through Friday.
- 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

- Must be a currently matriculated SJSU student.
- Requires at least 1-2 years of experience in clerical and administrative support.
- Knowledge of the SJSU campus and university services.
- Customer service experience is preferred.
- An understanding of how Zoom works and meeting etiquette while working remotely

Notes to Applicants

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. We reserve the right to make employment contingent upon completion of signed statements acknowledging the responsibilities of a mandated reporter.

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.