



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

Position Title: Office Assistant
Department: A.S. General Services Center
FLSA Status: Non-Exempt
Full/Part-Time: Part-Time (includes Summer and Winter Breaks), Work Study Preferred
Compensation: \$17.00
Reports To: Office Manager

Click [here](#) to apply!

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

This position provides general administrative support to the Associated Students General Services Center. Performs duties relative to the daily operations of the office that include answering the phone, data entry, filing and other support tasks that benefit staff, co-workers, university personnel, and students, where necessary.

Essential Functions:

- Process monetary transactions such as selling money orders, receiving and processing PG&E payments, check cashing, faxing, making change, and accepting campus organization deposits.
- Sell and issue transit passes such as Highway 17 Express Passes for the Santa Cruz METRO, Altamont Commuter Express (ACE) train tickets, and SmartPass Clipper Cards.
- Process and issue bike enclosure key and/or locker key deposits and returns.
- Explaining, preparing, issuing, and selling International Student Identity Cards.
- Explain, receive, and process applications for the A.S. Affordable Textbook Program.
- Open Campus Organization Trust Account(s) and A.S. Funding Student Account(s).
- Process large volumes of requisitions for Accounts Payable and Accounts Receivable
- Route incoming and outgoing mail.
- Provide information and directions regarding campus facilities.
- Perform opening and closing duties which includes changing date stamp, signs, etc.

- Answer phones, answer emails, and provide correspondence to the campus community and general public.
- Perform clerical support to the full-time staff which includes filing, correspondence, and organizing.
- Take inventory of office supplies.
- Help other A.S. departments with their activities and represent General Services Center in orientation programs when necessary.
- Run errands on campus and within the surrounding area including delivery and pick-up of checks.
- Maintain the bulletin board with up-to-date fliers and other communications.

Knowledge, Skills, And Abilities:

- Must be proficient in Google Workspace and Microsoft Office 365 programs.
- Ability to work independently with minimum supervision.
- Excellent verbal and written communication and interpersonal skills.
- Ability to provide customer service within a diverse culture.
- Ability to write business correspondence.
- The ability to follow directions, work well with other employees and the general public, learn and adapt to new office procedures in a timely manner as well as ability to work well under pressure.
- Knowledge of standard office equipment and some typing experience.

Work Environment, Hours, and Physical Demands

- This job operates in an office environment and routinely uses standard office equipment.
- 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.
- Reliable and consistent work attendance and professionalism is required.

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 current matriculated San José State University student
- Requires at least one year of experience in clerical and administrative support
- Federal Work-Study applicants preferred

Notes to Applicants

All Associated Students employees must be fully vaccinated against COVID-19 no later than September 30, 2021, unless they are exempt from this requirement because an exemption has been granted based on a medical contraindication or sincerely held religious beliefs. Fully vaccinated means that an individual has received all recommended doses of a COVID-19 vaccine that has received Emergency Use Authorization or full approval from the U.S. Food and Drug Administration (FDA) and that it has been at least two weeks since the final recommended dose.

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!