



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

Position Title: Office Assistant
Position Department: Child Development Center
FLSA Status: Non-Exempt
Full/Part-Time: Part-Time
Compensation: \$15.45 per hour
Reports to: Child Development Center Director

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 Child Development Center administrative staff and performs duties relative to the daily operations of the Child Development Center. The person in this position must be energetic and enthusiastic along with having the ability to contact parents and staff with instructions or pertinent information.

Associated Students Child Development Center (ASCDC) serves students, faculty, staff, alumni, and community families by providing childcare to children 4 months to 5 years of age. We are part of Associated Students, SJSU, an independent non-profit corporation serving as an auxiliary and student government for San Jose State University.

Essential Functions

- Implements office procedures, answers the telephone, provides information as needed, redirects call, takes and communicates messages; makes phone calls
- Perform general office duties at request of Director, Assistant Director, Program Coordinators, or Teachers: filing, data entry, making copies, general typing tasks, typing documents, and running errands
- Assists all administrative staff/teachers with events or errands during scheduled office as requested
- Greets visitors to the center and escort them to their destination
- Recognizes family members who pick up children; check ID's of non-regulars, and confirm authorization
- Maintains strict confidentiality of student and family information at the center
- Executes opening or closing procedures and training tasks as assigned

- Ensures the front office area of ASCDC is kept neat and organized
- Collects and reports data for various government programs as directed by the CDC professional staff
- Collects, sorts, organizes and analyzes data on Excel for statistical reports
- Creates and updates documents and spreadsheets as needed.
- Completes special projects with efficiency and effectiveness to support administrative functions and operations.

Knowledge, Skills, and Abilities

- Requires excellent verbal and written communication skills
- Ability to write business correspondence
- Ability to work independently with minimal supervision
- Ability to plan and organize office assignments
- Ability to create a spreadsheet for the purpose of analyzing data, ability to collect, sort, organize and manipulate data on Excel
- Ability to type at least 60 WPM
- Excellent math and statistics skills
- Requires excellent interpersonal skills
- Must be proficient in MS Word, MS Excel, Google Mail, Google Calendar, Google Docs, Internet Explorer

Work Environment, Hours and Physical Demands

- This job operates in a childcare and pre-school environment with children four months to five years of age.
- Work hours are Monday through Friday 7:15 a.m.-5:30 p.m. Work hours are subject to change and based on the needs of the program.
- Must be able to lift, from the floor to waist, and carry up to 40 pounds.
- 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.

Required or Preferred Education and Experience

- Requires front desk experience as a receptionist.
- Must be a current matriculated San Jose State University Student
- Must be 18 years of age or older

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!