



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

**Position Title:** Counter Clerk  
**Department:** A.S. Print & Technology Center  
**FLSA Status:** Non-Exempt  
**Full/Part-Time:** Part-Time, Student  
**Compensation:** \$17.00 per hour  
**Reports To:** Print Production Coordinator & PTC 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**

The Counter Clerk performs a variety of functions related to the daily operation of the PTC.

### **Essential Functions:**

- Greet customers and provide excellent customer service.
- Operate a cash register, answer the phone, and respond to customer e-mails.
- Monitor and provide assistance in the self-service area. This includes helping customers, refilling paper, changing toner cartridges, clearing jams, and refilling staplers/tape dispensers.
- Take, process, and price customer, reader, and University work orders.
- Properly track and deliver University work orders.
- Deposit cash bag and obtain change at the General Service Center.
- Operate numerous different copy/print machines & finishing equipment.

### **Knowledge, Skills, And Abilities:**

- Intermediate math skills and the ability to count change without a calculator.
- Basic knowledge and competency with Microsoft Office and Adobe products.
- Basic knowledge of computers and printing processes.
- Critical thinking and interpersonal skills.
- Ability to work effectively and efficiently in a diverse University environment.
- Excellent written, verbal, and time management skills.
- Ability to effectively communicate and respond both verbally and non-verbally to questions from University staff, students, and the general public.

- Ability to follow step-by-step instructions.

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

- Must be able to work at least 12 hours/week, with a minimum of 2 hours per shift. Operating hours are Mon-Fri, 8:00AM – 5:00PM
- Must be available to work during the SJSU Winter Break and have registered for Spring 2022 classes
- This job operates in a retail print services environment and routinely uses standard office equipment.
- Ability to stand for the entire length of the shift and work in a crowded and noisy environment.
- Must be able to lift or carry office products or supplies, up to 50 pounds.
- Must be able to perform basic housekeeping functions, which includes breaking down boxes, sweeping, light vacuuming, and wiping down the front counter and self-service areas.

### **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. Employee must be available for at least 12 hours of work each week, and must be available for in-person operation.

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

- Must be a current matriculated SJSU student

### **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!