Position Title: HR Receptionist
Position Department: Human Resources
FLSA Status: Non-Exempt
Position: Part-Time (2:00-4:00 pm on Mondays and Wednesdays, 8:30-4:30 on Fridays)
Compensation: $15.45 per hour
Reports to: Human Resources Generalist

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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 receptionist is responsible for providing administrative support to the Human Resources department. Duties are relative to the daily operations of the A.S. House, including space reservation and scheduling, maintaining files, correspondences, and conducting professional communication among staff, directors, university personnel and students. The receptionist must be energetic and enthusiastic along with having the ability to approach walk-ins and engage in conversation.

Essential Functions
- Executes reception area procedures, answers telephones, and disseminates information to staff and visitors as needed.
- Provides clerical support, including but not limited to filing, writing business correspondences, and organizing files.
- Processes reservation requests for indoor conference rooms and outdoor recreation areas.
- Ensures all meeting rooms and communal spaces are organized and clean at all times.
- Supports Events department with equipment rentals as needed
- Completes administrative tasks and functions as requested by the Human Resources department and the Associated Students staff, Board of Directors, and committees.
- Communicates effectively when responding to inquiries from employees, students and general SJSU community.
- Delivers intercampus mail and runs errands across campus as needed.
- Participates in monthly department meetings as scheduled by supervisor.
- Completes special projects as necessary.

Knowledge, Skills, and Abilities
- Maintains professionalism, integrity, consistency and reliability at all times.
- Excellent oral and written communication and interpersonal skills.
- Ability to effectively present information and respond to questions from managers, students and the general public.
- Ability to write business correspondence.
- Demonstrated knowledge of Microsoft Office and G Suite.

Work Environment, Hours and Physical Demands
- This job operates in an office environment and routinely uses standard office equipment.
- Part-time work hours scheduled Monday through Friday, between 8:00 AM – 5:00 PM.
- 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 current matriculated SJSU student.
- Concentration in Human Resource Management, Business Administration or other related degree program preferred
- Requires at least one-year experience in clerical and administrative support.
- Knowledge of the SJSU campus and university services.

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!