



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

**Position Title:** Print Distribution Assistant  
**Position Department:** Marketing  
**FLSA Status:** Non-Exempt  
**Full/Part-Time:** Part-Time  
**Compensation:** \$17.00 per hour  
**Reports To:** Marketing & Communications 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 Print Distribution Assistant is responsible for providing assistance and support for Associated Students (A.S.) marketing campaigns and projects, campus and community relationship building, and special promotions supporting Associated Students. This position will focus on delivering a consistent image and deepening awareness of all A.S. programs, services and events.

### **Essential Functions**

- Manage print material distribution across A.S. departments, a-frames, poster holders, kiosks, bulletin boards, campus partner offices, and when applicable, A.S. breakrooms for internal events.
- Maintain campus partner distribution list.
- Submits Work Order Forms to the Print & Technology Center for regular and special-format print projects.
- Prepare posters in advance to ensure distribution in a timely manner.
- Inventory and distribute promotional giveaways to department clients and A.S. Board of Directors for various events.
- Manage staff and student sign-up and the organization of promotional giveaways and print materials for multi-date events such as the summer New Student Orientation sessions and Weeks of Welcome face-to-face tabling in the fall.
- Serve as A.S. representative at campus and special events, as assigned.
- Handle safekeeping of carts, bulletin board keys and a-frames.

### **Knowledge, Skills, and Abilities**

- Must be proficient in Google and Microsoft products/programs.
- Excellent deadline-driven time management skills.
- Excellent verbal and written communication skills.
- Excellent interpersonal skills.
- Able to manage multiple priorities.
- Requires patience and confidence when working with contacts.

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

- This job operates in an office environment and routinely uses standard office equipment.
- Part-time work hours are Monday through Friday, between 8:00 AM and 5:00 PM.
- Must be able to operate a computer, including a keyboard and mouse, and phone.
- Regularly lifts or carries print, marketing products or supplies, up to 40 pounds.
- Must be able to work in a team environment.

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

- Must be a current SJSU student
- Concentration in Journalism, Advertising, Communications, Public Relations or Marketing 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!