

Position Title: Department Office Student Assistant (Work Study Only)

Department: Economics Department

Reports to: Department Coordinator, Economics Department

Salary: \$11.00 per hour

Schedule: 10 - 15 hours a week

Job Duties:

- *Sorting and distributing mail*
- *Stocking Copy Room*
- *Answering telephones*
- *Directing students and faculty to SJSU resources*
- *Filing: Grade Changes, Course Substitution forms, etc.*
- *Maintaining office supplies*
- *Maintaining Econ minor database*
- *Creating informational flyers*
- *Maintaining semester faculty office hours list*
- *On campus deliveries*
- *Light clean up duties*
- *Photocopying/Scanning*
- *Some light lifting; no more than 50 lbs.*
- *Assist Department Chair and Department Coordinator with a variety of tasks and duties as assigned*

Job Qualifications and Experience Desired:

Candidate must have strong customer service skills. Communicate well in spoken and written English. Applicant should be able to work independently; able to employ effective independent judgment. Needs a working knowledge of MS Office (Word, Excel, etc.) as well as be familiar with Google Applications (Docs, Spreadsheets, and Forms). Must be prompt and commit to an established work schedule and maintain a professional appearance and demeanor. In addition, the candidate should be well organized, and detail orientated. Prior office experience is preferred but not a must. *Current/previous enrollment in Mexican American Studies courses preferred but not required.* **The candidate must also be Work Study eligible and be enrolled full-time in at least 12 undergraduate units.**

Please submit a cover letter and resume to:

Economics Department
Attn: Van Huynh
San José State University
San José, CA 95192-0114

Questions? Please contact van.huynh01@sjsu.edu.