

## Position Open: Student Assistant – English Office

The English Department is looking for a current Undergraduate or Graduate English major, in good standing, to join the office team. Students who are customer focused and team players would be ideal for this position.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

- Monitor and support main office, greet, assist and refer students, answer phones, schedule appointments, data entry, distribute mail, run errands, file, and copy, assist staff and faculty, maintain supply inventory and copy/printer machines, and assist with department events.
- Perform other work-related duties as assigned.

### QUALIFICATIONS

#### 1. Education/Experience

Student Assistant hire must be a matriculating SJSU student, majoring in English

#### 2. Knowledge, Skills, Abilities required

- Customer focused
- Great written and oral communication skills
- Dependable and flexible
- Attention to detail
- Highly organized
- Analytical
- Ability to multi-task
- Team player
- Comfortable with technology
- Ability to work independently with minimal supervision
- Solid skills using Microsoft Word and Excel
- Website content management and page design/layout experience helpful

**Hours per week: 10-20**

**To apply for this position**, please fill out the Student Assistant Job Application at: [http://www.sjsu.edu/hr/docs/wfp/forms/app\\_for\\_student\\_asst\\_workstudy.pdf](http://www.sjsu.edu/hr/docs/wfp/forms/app_for_student_asst_workstudy.pdf)

Email application and your resume to: [English@sjsu.edu](mailto:English@sjsu.edu) with the Position Title in the email's subject heading line.