

## 2023–2024 Director Student Admin Assistant

Statement of Ethical Standards
<p>In accepting this student leadership appointment, Student Admin Assistants agree to exercise a high standard of ethical conduct in their actions both on campus and in the off campus community. These standards include but are not limited to the UHS Housing Policies, SJSU Student Code of Conduct, Residential Life Student Staff Expectations as well as all state and federal laws.</p>
Summary of Position
<p>Student Admin Assistants directly report to the Administrative Analyst &amp; Executive Director. The SAAs are responsible for assisting with the administrative responsibilities of the housing department in the various functional areas.</p>
Qualifications
<p>To be eligible for the Student Admin Assistant position, you must meet the following requirements:</p> <ul style="list-style-type: none"> <li>• Maintain a Semester and Cumulative GPA of 2.5. Falling below 2.5 or receiving a NC during appointment may result in termination.</li> <li>• Undergraduates must be enrolled in a minimum of 12 credits (no more than 18 per semester). Graduates must be enrolled in a minimum of 6 credits (no more than 9 per semester).</li> <li>• Be in "good conduct standing" and not on housing or university disciplinary probation at the time of application or appointment.</li> <li>• Pass a background check.</li> <li>• Attend all designated training dates.</li> </ul> <p>As a Student Admin Assistant, you will strive to understand and affirm the diverse communities you serve and contribute to an inclusive culture. The staff and policies will continue to evolve to meet the changing needs of the community.</p>
Terms of Employment
<ul style="list-style-type: none"> <li>• This position is compensated at a rate of \$17.50 per hour.</li> <li>• Minimum of 15 hours per week. Cannot exceed 20 hours per week (40 hours during breaks.).</li> <li>• Participate in major campus and UHS events during weekends and breaks, such as summer or winter. Examples include Move-In, Homecoming, and Admitted Spartan Day. Dates will be provided, but are subject to change.</li> </ul>
General Responsibilities
<ul style="list-style-type: none"> <li>• Provide administrative support as assigned by the Executive Director or Admin Analyst.</li> <li>• Support department events and student programs by initiating &amp; assisting with planning, development, and implementation.</li> <li>• Conduct general office tasks, including responding to student inquiries, answering phones, typing, filing, scheduling meetings, and more.</li> <li>• Create promotional materials, such as posters and flyers.</li> <li>• Ensure the office is kept organized.</li> <li>• Assist Preparing and updating documents, support UHS management and AI Events, Hub, and student staff.</li> <li>• Track and record program initiatives, assist conducting audit reports, and serve as backup for data entry and reporting.</li> <li>• Assist with reconciling supplies and travel expenses, compiling receipts, and office supplies.</li> <li>• Perform additional duties as assigned.</li> </ul>