

Student Assistant – Chief’s Office

Duties:

This position reports to the Administrative Assistant to the Chief of Police and assists with basic administrative functions including, but not limited to:

- Answering phones and greeting visitors
- Distributing mail
- Assisting with filing and mailings
- Inputting employees’ absences in Google Calendar
- Assessing office supplies levels
- Providing general support for special events and projects
- Traveling across campus to other offices and buildings

Qualifications:

- Ability to maintain confidentiality and appropriately handle sensitive communications with employees and external agencies
- Familiar with MS Office suite and Google Apps
- Must be able to work with a variety of people and meet deadlines
- Friendly with a positive attitude
- Prior office experience preferred

Requirements:

- Must be a currently-enrolled SJSU student in good standing
- Must be available to work during summer and winter breaks
- Must pass a University Police background investigation, which includes fingerprinting

Schedule:

20 hours/week
Monday-Friday

Salary:

\$11.00/hr