



CAREER OPPORTUNITY

Make San José State University Your University of Choice

Position Information

Posting Date: April 14, 2008
Working Title: Department Assistant
Reporting Unit: Department of Physics, College of Science
Requisition Number: 13344
Salary Range: \$2,808/month - \$4,212/month
Hiring Range: \$2,808/month - \$3,510/month
Excellent Benefits Package: [California State University Employees Union\(CSUEU\) Benefits Summary](#)
First Screening Date: April 28, 2008
Applications received after the first screening date will be considered at the discretion of the University.
Position Classification: Administrative Support Coordinator I
Bargaining Unit: California State University Employees Union

Temporary 12-month appointment with benefits.

About the Position

San José State University is located in the heart of Silicon Valley, which is the epicenter of the global Biotechnology and Information Science industries. The College of Science is committed to preparing students to succeed in these industries, or to pursue training for teaching, research, or technical careers.

Reporting to the Chair, Department of Physics, and receiving work lead direction from the Administrative Analyst/Specialist, this position provides a variety of general office support functions. Working independently, under general supervision this position serves as a front-line office staff performing a range of basic office support activities for the Department of Physics, such as answering the phone and directing calls, greeting and directing visitors, answering questions and performing routine clerical, data entry, word processing and filing/records maintenance work as assigned.

Responsibilities include, but are not limited to:

- Performs payroll-related activities, including collection of payroll records, and payroll warrant distribution for student assistant, faculty, and staff
- Assists students with add/drop forms, petitions, A&R procedures, registration, and other University and department related paperwork
- Assists the Administrative Analyst/Specialist in processing appointment and reappointment documents
- Maintains and prepares reports
- Works with PeopleSoft system to access and utilize information
- Performs other duties as assigned

Qualifications

High school, technical/vocational program, or their equivalents plus two years of related office work experience are required. Bachelor's degree in any field preferred.

The ideal candidate will have:

- General knowledge of office methods, procedures and practices; English grammar, business writing, punctuation and spelling
- Working knowledge of computer applications such as MS Word, Excel, Access, File Maker Pro, and Internet tools; ability to learn PeopleSoft database software
- Ability to handle multiple work priorities, organize and plan work and projects
- Ability to maintain confidentiality and appropriately handle sensitive communications with employees and external agencies

- Strong oral communication skills; must possess excellent customer service and public relations skills

Required Application Material

- Résumé
- Letter of interest
- SJSU Employment Application: [PDF version](#) [MS Word version](#)

Note to Applicant

Evidence of degree(s) or certification(s) may be required at time of hire. Every applicant who reaches the final level of interviews will be required to submit their fingerprints to the Livescan Prints Service through the University's Police Department. SJSU will pay all costs associated with this procedure.

Equal Opportunity Statement

SJSU is an Equal Opportunity/Affirmative Action employer committed to nondiscrimination on the basis of race, color, religion, national origin, sex, sexual orientation, gender status, marital status, pregnancy, age, disability, or covered veteran's status consistent with applicable federal and state laws. Reasonable accommodations will be provided for applicants with disabilities who self disclose.

For the [SJSU Annual Safety Report](#) (www.sjsu.edu/safetyreport)

Contact Information

[Human Resources](#) (www.sjsu.edu/hr)

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Phone: 408-924-2250 • Fax: 408-924-2257 • Email: hrsg@sjsu.edu

University Shared Values

Learning

Valuing education and promoting life-long learning.

Student and Employee Success

Placing our highest priority on academic success and personal growth.

Excellence

Setting the highest standards in all we do.

Integrity

Being honest, fair and accountable for our actions.

Diversity

Respecting diversity and recognizing the strength this factor brings to our community.

Community

Valuing collaborative relationships.