

Position Title: Receptionist / Administrative Clerk
Position Department: Administration & Student Government
Status: Part Time, Non - Student Status
Salary: \$12.00 Per Hour

POSITION PURPOSE

This position provides general administrative support to the A.S. Executive Administration. The person in this position performs duties relative to the daily operations of the house to include room rentals and scheduling, maintaining files and correspondence and conducting professional communication among staff, directors, university personnel and students, where necessary. Must be energetic and enthusiastic along with having the ability to approach strangers and engage them in conversation. Duties include but are not limited to, serving as the primary receptionist for the A.S. Administration House, implementing office procedures, completing all administrative tasks and functions for the benefit of the Board of Directors, A.S. Committees and the administrative department as defined, providing clerical support to the Administrative Assistants of the Executive Director and completing special projects with efficiency and effectiveness. Associated Students, SJSU is a separate non-profit corporation serving as an auxiliary and student government for San José State University.

ASSOCIATED STUDENTS

Associated Students (A.S.) represents the students of San José State University and speaks on their behalf for various policy making, academic and event planning decisions. Associated Students, SJSU is an independent non-profit corporation serving as an auxiliary and student government for San Jose State University.

EDUCATION / EXPERIENCE

- Minimum requirement of a High School Diploma or equivalency exam. A.A. degree preferred in Office Administration, Business, Public Administration or related area.
- Requires at least two years experience in clerical and administrative support.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- I. Customer Service and Communication Skills (60%)**
 - a. Serves as the primary receptionist for the A.S. Administration House.
 - b. Implements office procedures, answers the telephone, provides information as needed, routes call to destination, takes and communicates messages.
 - c. Routes incoming mail and prepares outgoing mail.
 - d. As the first contact to guests and students, the receptionist is responsible for providing the first impression of the A.S. Administration House.

- II. Organization and Maintenance (15%)**
 - a. Responsible for the scheduling and set-up of the meeting rooms.
 - b. Completes all administrative tasks and functions for the benefits of the Board of Directors, A.S. Committees and the administrative department as defined.
 - c. Conducts regular inventory, opening procedures and training tasks as assigned.

- III. Execution (25%)**
 - a. Provides clerical support to the Administrative Assistants of the Executive Director, to include filing, correspondence, archiving and organizing.
 - b. Fulfill clerical duties related to typing minutes, physical and electronic posting of A.S. Government documents as defined.
 - c. Completes special projects with efficiency and effectiveness to support administrative functions and operations.
 - d. Runs errands across campus as needed.

KNOWLEDGE, SKILLS, ABILITIES AND OUTCOMES:

To perform this job successfully, this individual must be able to perform each essential duty and responsibility satisfactorily. Additionally, must maintain professionalism, integrity, consistency and reliability at all times.

- Ability to effectively present information and respond to questions from managers, students and the general public.
- Ability to write business correspondence.
- Ability to work independently with little or minimum supervision.
- Ability to plan and organize office activities.
- Must be proficient in MS Word, MS Excel, Google Mail, Google Calendar, Google Docs, Internet Explorer.
- Ability to type at least 60 WPM.
- Requires excellent verbal and written communication skills.
- Requires excellent interpersonal skills.

APPLICATIONS

Applicants must submit a completed Associated Students, SJSU application, current resume, letter of introduction; and three professional references. Application materials may be submitted via email to elizabeth.ontiveros@sjsu.edu with a Subject Line: Receptionist/Administrative Clerk; or sent to:

Associated Students, SJSU
Attn: Executive Administrative Assistant
One Washington Square
San Jose, CA 95192-0128

DEADLINE

Applicants must submit ALL required and completed Associated Students, SJSU application materials to the address listed above or via email. Application deadline is **February 14, 2011**.