STUDENT ASSISTANT JOB OPPORTUNITY
Administration Office Aide

Hourly Rate: $12.00 per hour; non-exempt classification
Work Schedule: Up to 20 hours per week, hours to be arranged
Training Period: Two months, with possibility of extension

General Statement:
Under the supervision of the Assistant to the Executive Director, the Administration Office Aide is responsible for assisting with daily functions of the reception area of the University-Student Union Administration office.

Specific Duties and Responsibilities:
- Provides excellent customer service to all guests of the University-Student Union
- Provides information to about the University-Student Union and the University
- Receives and screens telephone calls and walk-in inquiries
- Receives, reviews, and maintains employment applications
- Distributes biweekly payroll
- Assists with processing paperwork for club banking
- Processes cash sales transactions accurately
- Sorts and distributes mail
- Works with established computer programs including Word, Excel, Outlook, and Access
- Responsible for understanding employment policies and practices of the University-Student Union
- Aids the Assistant to the Executive Director with special projects as needed
- Performs a variety of general office tasks including typing, filing, copying, scanning, scheduling, etc.
- Performs other duties as assigned

Required Qualifications:
- Willingness to work with an ethnically diverse and culturally pluralistic student body and staff
- Proven ability to maintain confidential information
- Proven leadership and organizational skills
- Must be detailed oriented, self-motivated, and possess strong initiative
- Ability to effectively communicate both verbally and in writing
- Ability to effectively coordinate multiple tasks and adhere to deadlines
- Ability to adhere to work policies and practices, follow directions, use time effectively and productively
- Proficiency in Microsoft Word, Excel, and PowerPoint required
- Knowledge of Access database required

Closing Date: Review of applications will begin on Thursday, November 23, 2018 and continue until the position is filled; however, the position may close when an adequate number of qualified applications are received. You may print an application from our website: www.calstatela.edu/usu/employment and deliver to the University-Student Union room 306. A completed application is required.