**ASI ADMINISTRATIVE ASSISTANT**

Rate: $16.00 hourly

Workweek Class: Non-Exempt

Classification: Student Assistant III

Work Schedule: Up to 20 hours per week as developed with the Office Manager

**GENERAL STATEMENT**

The Administrative Assistant reports to the Office Manager for Administration and Services assisting with the maintenance and development of administrative and clerical daily functions. The Assistant will also assist with various other aspects of relating to the dissemination of information, budget related tasks and providing administrative support to the Office Manager for Administration and Services in a primarily self-directed environment. Candidate must have a working knowledge of the concept of confidentiality.

**RESPONSIBLE TO** Executive Director and Office Manager for Administration and Services

**CONDITIONS OF EMPLOYMENT**

Continued employment in this position is dependent upon the mutual consent of the Associated Students, Inc. and the employee. The condition of employment for this position is such that the employee can be terminated by the ASI at will. This position is also subject to a 90 day probationary period.

**SKILL REQUIREMENTS**

* Willing to work with an ethnically diverse and culturally pluralistic student body and staff.
* Strong interpersonal, organizational and leadership skills
* Proven ability to work independently and possesses the ability to work as part of a team
* Effective written and oral communications skills
* Proficient knowledge of Microsoft Office (Word, Excel, Powerpoint).
* Outstanding customer service skills
* Positive attitude and willingness to learn
* Ability to prioritize workload, meet deadlines and multi-task
* Maintain resource, vendor, and administrative files

**SPECIFIC DUTIES AND RESPONSIBILTIES:**

* Prepare Requests for Payments or Purchase for credit card statements, university department, and external invoices in a timely manner for review by Office Manager.
* Process the deposit of checks payable to Associated Students, Inc. with University Cashiers.
* Enter data and assist Office Manager with the recordkeeping of ASI business and operations.
* Prepare Hospitality Forms and Food Permits in a timely manner for review by Office Manager.
* Prepare ASI Executive Officers, Board of Director, and Staff Travel Requests and Travel Claims in a timely manner for review by Office Manager.
* Coordinate ASI Services to include, but not limited to Locker Program, Book Voucher, and ASI Discount Ticket Program.
* Assist the Office Manager with the ASI Office and Equipment Asset Inventory.
* Assist with semester staff meeting set ups, agendas etc.
* Process and maintain the “Certified” copies of ASI Board, Executive Committee, Personnel Committee, Strategic Committee, and Finance Committee meeting minutes.
* Assist with Club Funding to include, but not limited to, Award Letters and processing of RPP’s for Clubs and Organizations.
* Under the Office Manager’s direction and supervision, liaise with outside offices such as Business Financial Services, University Student Union (USU), University Auxiliary Services (UAS), and others as necessary to initiate and complete signature processing.
* Assists the Office Manager with other special projects as needed
* Perform general clerical support to Office Manager for Administration and Services and Executive Director
* Performs administrative, clerical and customer services duties as assigned
* Maintain a neat appearance as a representative of the Associated Students, Inc.
* Ability to handle multiple tasks simultaneously, set priorities and meet deadlines in a rapidly changing environment, and exercise sound judgment.

**An Equal Opportunity/Title IX Employer**

Upon request, reasonable accommodations will be provided to individuals with protected disabilities to (a) complete the employment process and (b) perform essential job when this does not cause an undue hardship.

**How to Apply**

Openings for student assistant positions are posted on [https://www.calstatelausu.org/images/Hs.png](https://app.joinhandshake.com/login) Inquiries can be directed