



**Associated Students, Inc.  
California State University, Los Angeles**

**Job Description  
OFFICE ASSISTANT**

Rate: TBA - Hourly  
Class: Non- Exempt.  
Work Schedule: Part-time; up to 20 hours per week as developed with the Administrative Coordinator  
Classification: Student Assistant Level I

**GENERAL STATEMENT:**

We are seeking an enthusiastic and self-motivated Cal State LA student to join our ASI team. In this position, you will play a key role by performing various administrative and clerical tasks. You should be comfortable undertaking a variety of activities in the office, including filing, answering the phone, organizing documents, basic bookkeeping, and more. Reliability and a strong work ethic combined with great communication skills are a must, as well as familiarity with all necessary office equipment, software, and procedures.

**RESPONSIBLE TO:** ASI Administrative Coordinator

**CONDITIONS OF EMPLOYMENT:**

This position has an At-Will employment status. 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 ASI or the employee can terminate the relationship at any time (which may or may not be subject to a fourteen-day notice). This position is also subject to a 90-day probationary period.

**REQUIREMENTS AND QUALIFICATIONS:**

- Successful work experience in a front office setting or in another clerical position
- Strong working knowledge of office procedures
- Ability to effectively use and maintain office equipment
- Proficient knowledge of Microsoft Office (Word, Excel, PowerPoint)
- Outstanding communication skills
- Great organizational and multitasking abilities
- Willingness to work in a diverse environment

**DUTIES AND RESPONSIBILITIES:**

- Provide positive customer service to the University Community and set a positive office atmosphere
- Answer inquiries about Associated Students, Inc. organization and University Campus Community
- Ability to connect guests to the appropriate University departments and offices
- Answer the phone, take messages, and redirect calls to appropriate offices.
- Monitor and maintain the office sign-in log sheets.



- Schedule appointments, meetings and conference room usage.
- Setup Conference room for meetings
- Ability to prioritize and keep information about daily ASI activities and events.
- Ability to multi-task various projects/tasks simultaneously, set priorities and meet deadlines in a rapidly changing environment, and exercise sound judgment.
- Ability to prepare routine correspondence and other materials from rough draft to finish copy.
- Organize and maintain files and records, update when necessary.
- Create and maintain updated documents and spreadsheets.
- Log-in, sort, and distribute incoming mail and parcels.
- Maintain tracker of outgoing and incoming documents.
- Prepare outgoing mail (envelopes, packages, etc.)
- Send faxes.
- Operate office equipment, such as photocopier, printers, fax, etc.
- Perform filing, issue checks, and other clerical duties.
- Transcribe and prepare meeting minutes for committees, as assigned, from draft to certified copies.
- Maintain the "Certified" copies of ASI Board, Executive Committee, Personnel Committee, Strategic Committee, and Finance Committee meeting minutes.
- Maintain inventory of office supplies.
- Assists the Associate Executive Director and Administrative Coordinator with other special projects as needed.
- Perform general clerical support to Associate Executive Director and Administrative Coordinator.
- **Performs administrative, clerical and customer services duties as assigned.**
- Maintain a neat appearance as a representative of the Associated Students, Inc.

### **An Equal Opportunity/Title IX Employer**

In addition to meeting fully its obligations under federal and state law, Associated Students, Inc. is committed to creating a community in which a diverse population can live and work in an atmosphere of tolerance, civility and respect for the rights and sensibilities of each individual, without regard to economic status, ethnic background, political views, sexual orientation, or other personal characteristics or beliefs.

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.

California State University, Los Angeles is one of the most culturally diverse universities in the United States. The student body is 60.9% Latino, 14.2% Asian, 7.9% Non-Resident, 7.8% Caucasian, 4.1% African American, 2.9% Unknown, 2.0% two or more races, and 0.1% Pacific Islander. Our 27,827-student range in age from 15 to 80 years old - The average age\* of undergraduates is 23.2, while that of graduates and post-baccalaureates is 30.7. The average for the combined group is 24.2. \*As of September 19, 2016.



**ASSOCIATED STUDENTS, INC.**  
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Please feel free to visit the Cal State LA homepage at <https://www.calstatela.edu> and the Associated Students, Inc. homepage at <https://asicalstatela.org>