



OFFICE ASSISTANT

Rate: \$15 per hour
Class: Student Employee, Non- Exempt
Level: Student Assistant Level I
Work Schedule: Part-time; pre-determined schedule up to 20 hours per week

GENERAL STATEMENT:

ASI is seeking an enthusiastic and self-motivated Cal State LA student to join our team. The ASI Office Assistant plays a key role by performing various administrative and clerical tasks that support the student government and the ASI operations, programs, and services. The Office Assistant must be comfortable undertaking a variety of activities in the office, including filing, answering the phone, organizing documents, basic bookkeeping, and above all else providing excellent customer service to our Golden Eagles. Reliability and a strong work ethic combined with great communication skills are a must, as well as familiarity with standard office equipment, software, and people-skills.

RESPONSIBLE TO: ASI Associate Executive Director

REQUIREMENTS AND QUALIFICATIONS:

- Must be currently enrolled student at Cal State LA
- Must have and maintain a 2.0 GPA (semester and cumulative)
- Successful work experience in a front office setting or in another clerical position
- Strong working knowledge of office procedures
- Willing to work with an ethnically diverse and culturally pluralistic student body and staff
- 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

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Provide positive customer service to the University community and set a positive office atmosphere
- Answer inquiries in-person and over the phone about Associated Students, Inc. and the University
- 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 organize information about daily ASI activities and events
- Ability to multi-task various projects/tasks simultaneously, and exercise sound judgment to set priorities and meet deadlines in a rapidly changing environment
- Ability to prepare routine correspondence and other materials from rough draft to finish copy



- Prepare outgoing mail (envelopes, packages, etc.) and log, sort, and distribute incoming mail and parcels
- Create, organize, and maintain files and records
- Track outgoing and incoming documents
- 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
- Maintain a neat appearance as a representative of the Associated Students, Inc.
- Perform administrative, clerical, and customer service duties as assigned

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. ASI or the employee can terminate the relationship at any time (which may or may not be subject to a fourteen-day notice).

A background check (including a criminal records check) must be completed satisfactorily for an employment offer to remain valid. Failure to satisfactorily complete the background check may affect the application status of applicants or continued employment of current ASI employees who apply for the position.

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 functions when this does not cause an undue hardship.