



## ADMINISTRATIVE ASSISTANT

Rate: \$17.87 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 Overview:

Associated Students, Inc. (ASI) is seeking a reliable, motivated, and detail-oriented Cal State LA student to join our team as an **Administrative Assistant**. In this key support role, you'll perform a variety of clerical and administrative tasks that help keep ASI's student government operations, programs, and services running smoothly. This is an excellent opportunity to gain hands-on experience in a professional office environment while serving the Cal State LA student body.

We're looking for someone who is organized, professional, customer-service driven, and comfortable handling a range of office duties—from answering phones and managing records to supporting meetings and assisting staff with special projects.

**Reports To:** ASI Associate Executive Director

### Minimum Qualifications:

- Currently enrolled at Cal State LA
- Must maintain a minimum 2.0 GPA (semester and cumulative)
- Prior experience in a front office or clerical position preferred
- Familiarity with office procedures and equipment
- Proficient in Microsoft Office (Word, Excel, PowerPoint)
- Excellent written and verbal communication skills
- Strong multitasking, time management, and organizational abilities
- Ability to work effectively with a diverse student body and staff

### Essential Responsibilities:

- Provide friendly and professional customer service to students, staff, and visitors
- Answer and direct phone calls, take messages, and respond to inquiries in-person and via phone/email
- Maintain the office sign-in log, schedule appointments, and reserve conference rooms
- Set up conference rooms for meetings and ASI events
- Prepare and process routine correspondence and documents
- Create, organize, and maintain files and records; track incoming and outgoing documents
- Receive, sort, and distribute mail and packages; prepare outgoing mail and deliveries
- Operate standard office equipment (copier, printer, fax, scanner)
- Assist with basic bookkeeping tasks, including check requests and document tracking
- Transcribe and finalize meeting minutes for assigned committees
- Maintain "certified" records of ASI Board and committee meeting minutes
- Monitor and restock office supplies; maintain clean and organized workspaces
- Assist with special projects and provide general support to the Associate Executive Director and Administrative Coordinator
- Represent ASI in a professional and courteous manner at all times



**Conditions of Employment:**

This position is “At-Will,” meaning employment can be terminated at any time by ASI or the employee with or without cause or notice (a 14-day notice may apply but is not guaranteed).

Employment is contingent upon the successful completion of a background check, which includes a criminal records screening. Failure to pass the background check may result in withdrawal of an offer or termination of employment.

**Equal Opportunity / Title IX Employer:**

Associated Students, Inc. is an Equal Opportunity Employer and is committed to building a welcoming and inclusive workplace. We value diversity and respect for all individuals regardless of race, gender, sexual orientation, disability, political views, or other protected characteristics. Reasonable accommodations will be provided to individuals with disabilities upon request to ensure full participation in the hiring process and in fulfilling job responsibilities.