



CALIFORNIA
STATE
UNIVERSITY,
FRESNO

STUDENT ACTIVITIES & LEADERSHIP DEVELOPMENT

Division of Student Affairs
California State University, Fresno

Position Description

Position Title: Student Office Assistant

Department: Student Activities & Leadership Development

Reports to: Student Activities Administrative Support Coordinator

Primary Responsibilities:

Answer phones, greet people when they enter the office. Serve as receptionist for the entire office. Provide clerical support for staff and activities of office.

Specific Responsibilities:

- A. Answer numerous telephone calls and direct calls to appropriate person/office.
- B. Type reservation forms, correspondence, lists, labels, etc. for office.
- C. Respond to questions about programs, organizations, etc.
- D. Distribute mail to student organization mailboxes and office staff.
- E. Make copies of forms, minutes, agendas, reports, applications, student organization lists, etc.
- F. Filing
- G. Other duties as assigned.

Qualifications: Equivalent to one year of experience in general office clerical work. Knowledge of correct English grammar, spelling and punctuation for use in basic written communication. General knowledge of basic office procedures and practices.

Student Activities and
Leadership Development
Student Life

5280 N. Jackson Ave. M/S SU36
Fresno, CA 93740-8023

559.278.2741

Fax 559.278.7786

STUDENT ACTIVITIES & LEADERSHIP DEVELOPMENT

Division of Student Affairs / Student Life
California State University, Fresno
5280 N. Jackson
Fresno, CA 93740-8023
(559) 278-2741 / Fax: (559) 278-7786

Application for Student Office Assistant

Hours: Monday – Friday, 8 a.m. – 5 p.m.

Maximum 20 hours per week

Today's Date _____

Name _____ Campus ID# _____

Address _____
Street City State Zip

Telephone _____ Message Telephone _____

Email Address _____

Year in School: Freshman Sophomore Junior Senior Graduate

Major _____ Projected Date of Graduation: _____

Person to notify in case of emergency:

Name Address Telephone Relationship

Computer Skills: _____

_____ Typing Speed: _____

Campus or community organizations and extracurricular activities: _____

Additional information about yourself and your abilities that you feel would qualify you for this position: _____

Are you currently working? Yes No If so, where and what hours? _____

Please list your class schedule and other obligations: (Semester: **Fall** _____ **Spring** _____)

	Monday	Tuesday	Wednesday	Thursday	Friday
8 am					
9 am					
10am					
11am					
Noon					
1 pm					
2 pm					
3 pm					
4 pm					
5 pm					

List your previous employment history:

Employer: _____ Date: from _____ to _____

Job Title and Specific Duties: _____

Employer: _____ Date: from _____ to _____

Job Title and Specific Duties: _____

Signature: _____ Date _____