

CALIFORNIA STATE UNIVERSITY, FRESNO ASSOCIATION, INC.

**Position Title:**     **Office Assistant**  
Part time student: 12-15 hours per week

**Department:**     University Student Union

**Reports To:**     Administrative Assistant

**I. General Responsibilities:** Under the direct supervision of the Administrative Assistant, the Office Assistant will perform general office duties and provide clerical support for the office staff.

**II. SPECIFIC RESPONSIBILITIES**

- A. Answer numerous telephone calls and direct calls to appropriate person, take messages.
- B. Computer skills.
- C. Respond to questions about programs, student organizations, etc.
- D. Distribute mail to student organization mailboxes.
- E. Make copies of minutes, agendas, reports, applications, student organizations list, etc.
- F. Other duties as assigned.

**III. MINIMUM QUALIFICATIONS**

- A. Experience in general office clerical work preferred.
- B. Basic computer/word processing skills preferred.

C. Must be a Fresno State Student- Student employment opportunities are for students currently enrolled at Fresno State in a minimum of at least 6 units for **Undergraduate** students with a minimum GPA of 2.00 per previous semester. **International undergraduate** students are required to be enrolled in a minimum of 12 units, with a minimum cumulative GPA of 2.00 and to provide documentation of appropriate and required work forms. **Graduate** students must be enrolled for a minimum of at least 4 units with a cumulative GPA of 3.00. **International graduate** students are required to be enrolled in minimum of 9 units.

