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.