

CALIFORNIA STATE UNIVERSITY, FRESNO ASSOCIATION, INC.

**Position Title:**     **Office Assistant**  
Part Time Student: 12-15 hours per week

**Department:**     University Student Union/Student Involvement Center

**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. Good customer service skills.
- B. Answer numerous telephone calls and direct calls to appropriate person, take messages.
- C. Be able to use computer, Microsoft, Excel, etc.
- D. Respond to questions about programs, student organizations, etc.
- E. Distribute mail to student organization mailboxes.
- F. Make copies of minutes, agendas, reports, applications, student organizations list, etc.
- G. Must be dependable, responsible, personable, friendly, and work well with diverse populations, including faculty, staff, students, and the general public.
- H. 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. **Undergraduate** students must be enrolled in a minimum of six (6) semester units and have a minimum cumulative GPA of 2.00. **International undergraduate** students must be enrolled in a minimum of twelve (12) semester units, have a minimum cumulative GPA of 2.00, and able to provide documentation of appropriate and required work forms. **Graduate** students must be enrolled in a minimum of four (4) semester units and have a cumulative GPA of 3.00. **International graduate** students must be enrolled in a minimum of nine (9) semester units, have a minimum cumulative GPA of 3.00, and able to provide documentation of appropriate and required work forms.