



A Campus of the California State University

Student Assistant Job Description

Department:	Dean of Students	Supervisor:	Josie Alexander
Job Title:	Office Assistant II	Working Hours:	Varies
Pay Level:	2	Hourly Pay Rate:	\$8.50

Job Summary (purpose or nature of work):
Performs a variety of general office and clerical tasks.

Job Duties:

1. Typing and data entry (may include varying input and research for data entry)
2. Answering phones
3. Processing mail
4. Photocopying/sorting/collating materials
5. General Office Skills

Required (or Preferred) Skills, Knowledge, and Abilities:

1. Advanced Typing and keyboard skills and the ability to use standard office equipment
2. Ability to use Word and Excel proficiently
3. Ability to accurately and confidently respond to phone and in-person inquiries
4. Excellent interpersonal skills
5. Knowledge of English grammar, spelling and punctuation

Type of Supervision Required:

Direct Supervision - Student receives immediate, close and regular supervision

General Supervision -- Student receives some delegation of responsibility and independence

Signatories below denote that this position description is an accurate statement of the duties and responsibilities assigned to this position.

Student's Signature: _____ Date: _____

Supervisor's Signature: _____ Date: _____