



ASSOCIATED STUDENTS, INC.

California State University, San Bernardino
invites applications for the position of:

Front Desk Assistant

RATE OF PAY	\$12.00 per hour
EMPLOYMENT STATUS	Student Assistant
LOCATION	Associated Students Inc. at California State University, San Bernardino
HOURS PER WEEK JOB	10 - 20 Hours per week
DESCRIPTION	The front desk assistant is responsible for assisting students, employees, clients, and outside organizations. They are responsible for processing and filing paperwork.
JOB DUTIES	<ul style="list-style-type: none">• Assist the Executive Assistant and Interim-Executive Director• Process various types of paperwork including but not limited to invoices, speaker/service/performance agreement forms, funding request forms, travel forms, reimbursements, applications, agenda requests, and other documents• Process agendas and transcribe meeting minutes• Answer and direct incoming phone calls and e-mails• Assist visitors as they enter the office• Provide basic information to visitors• Screen and distribute mail and packages• Perform other duties as assigned
MINIMUM REQUIREMENTS	<ul style="list-style-type: none">• Must be detailed oriented• Ability to use Microsoft Office Suite• Ability to communicate professionally with coworkers and visitors both oral and written• Ability to work in a team and independently• Ability to follow instructions thoroughly• Ability to problem solve
ELIGIBILITY	<ul style="list-style-type: none">• Must be a currently enrolled CSU San Bernardino student• Must be in good academic and judicial standing (not on probation)• Must have a minimum GPA of 2.0

**APPLICATIONS MUST BE TURNED IN TO THE ASI OFFICE: SMSU-108
FOR MORE INFORMATION ON THE POSITION E-MAIL: asi-frontdesk@csusb.edu**



Associated Students Incorporated
 CALIFORNIA STATE UNIVERSITY, SAN BERNARDINO

California State University, San Bernardino
 5500 University Parkway, San Bernardino, CA 92407
 (909) 537-5932

EMPLOYMENT APPLICATION

Position applying for: _____ Student ID#: _____

Name: (last) _____ (first) _____

Address: (college) _____

_____ street _____ city _____ zip code

(permanent) _____ street _____ city _____ zip code

Telephone: (cell phone) _____ (permanent) _____

Major: _____ GPA: Previous Quarter _____ Cumulative _____

Please circle one: Freshman Sophomore Junior Senior

Hours Available:

Monday _____

Tuesday _____

Wednesday _____

Thursday _____

Friday _____

I authorize the ASI Executive Director or the ASI Executive Assistant to check my quarterly and cumulative grade point average (GPA) for the purpose of establishing my eligibility for employment/appointment to an ASI student position in accordance with CSU Chancellor and ASI GPA policy.

 Print Name Signature

Previous Employers & Location	Position	From - To	Reason for Leaving
1) _____	_____	_____	_____
2) _____	_____	_____	_____
3) _____	_____	_____	_____

May we contact these employers? _____ Are you a bondable person? _____

Are you currently a member of the Public Employees Retirement System? _____

On the reverse side of this sheet, please (1) name those qualities which you feel make you a good candidate for this position and (2) name any other activities which you are involved in or interests which might apply to this position.