



ASSOCIATED STUDENTS, INC.

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

Front Desk Assistant

RATE OF PAY	\$11.00 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 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**