

POSITION DESCRIPTION

Approved On:

May 12, 2022



Position Title: Front Desk Assistant

Rate of Pay: \$15.00/hr

Employment Status: Student Assistant

Location: San Bernardino Campus

Hours Per Week: 10-20

Description: The front desk assistant is responsible for assisting students, employees, clients, and outside organizations. They are also responsible for processing and filing paperwork.

Job Duties & Responsibilities

- 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;
- prepare and 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

- must be detail oriented;
- ability to use Microsoft Office Suite;
- ability to communicate professionally with co-workers and visitors both oral and written;
- ability to work in a team and independently;
- ability to follow instructions thoroughly;
- ability to problem solve.

Eligibility

- 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

For more information on this position, please email asi-hiring@csusb.edu. Please include name and position description.