

## POSITION DESCRIPTION

Approved On:

May 12, 2022



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**Position Title:** Front Desk Assistant

**Rate of Pay:** \$15.50/hr

**Employment Status:** Student Paraprofessional

**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

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- 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

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- 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

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- Must be a currently enrolled student at Cal-State San Bernardino
- Must be in good academic and conduct standing with the university (no probation, conduct violations or proceedings)
- Must have (before applying) and maintain a minimum GPA of 2.0 (semester and cumulative)

For more information on this position, please email [asi-hiring@csusb.edu](mailto:asi-hiring@csusb.edu).