



Associated Students

CAL POLY HUMBOLDT

**Associated Students of Cal Poly Humboldt
Job Announcement
This is not a state position**

Job Title: Government Office Assistant
Hours: Part-Time, up to 20 hours per week
Compensation: \$16.50 per hour, DOE
FLSA Status: Non-Exempt
Supervisor: A.S Executive Director

Associated Students Summary

Associated Students' (A.S.) mission is to support and represent the students of Cal Poly Humboldt (CPH) by continuing the organization's legacy of student advocacy and leadership; to enhance CPH students' education through high quality programs and services; and to prepare students as they move towards a thoughtful and purposeful life after graduation.

A.S. is a non-profit auxiliary corporation serving the students of CPH whose primary source of funding is from mandatory student body fees. A.S. funding includes Campus Center for Appropriate Technology (CCAT), Eric Rofes Multicultural Queer Resource Center (ERC), Student Access Gallery (SAG), Waste Reduction & Resource Awareness Program (WRRAP), Women's Resource Center (WRC), Scholars Without Borders (SWB), Student Legal Lounge (SLL), Children's Center, Office of Student Life (OSL), Drop in Recreation, Lap Swim (Pool), Learning Center Tutorial Program, Social Justice Equity and Inclusion Center (SJE&IC), Oh! Snap, Recreation Sports, Youth Education Services (YES), El Centro, ADPIMENA (ADPIC), Diverse Male Scholars Initiative, Food Sovereignty Lab, Service-Learning Programs, and the Summer Study Abroad Program.

Position Summary

This position provides important administrative support to the Associated Students' Government and Administration department. The incumbent is responsible for serving as the front desk receptionist and performing duties relative to the daily operations of the Government suite. Duties include but are not limited to, implementing office procedures and completing all administrative tasks and functions for the benefit of the Board of Directors, A.S. Committees, and the government and administrative departments. The incumbent must be energetic and enthusiastic and be able to engage customers and provide exceptional customer service.

Essential Functions

- As the first contact for guests and students, you are responsible for providing exceptional customer service, which includes being courteous, friendly, and knowledgeable about the campus.
- Implement office procedures, answer the telephone, provide information as needed, route calls to their destinations, and take and communicate messages.
- Route incoming mail, prepare outgoing mail, and deliver correspondence across campus as needed.
- Provide clerical support to the Government and Administration departments. Clerical duties include taking and typing meeting minutes, posting A.S. Government documents, filing or archiving documents, and oral or written correspondence.
- Complete special projects with efficiency and effectiveness to support administrative functions and operations.
- Must learn about the functions of the other A.S. departments to be knowledgeable when answering customer questions.
- Complete administrative tasks and functions for the benefit of the Board of Directors, A.S. Committees, and the Government and Administrative departments.
- Complete opening or closing procedures, monthly inventory counts, and training tasks as assigned.
- Ensure all meeting rooms and communal spaces are clean and organized on a regular basis.

Knowledge, Skills, and Abilities

- Requires excellent verbal and written communication skills, as well as excellent interpersonal skills.
- Ability to work independently with minimal supervision, organize office activities, and take the initiative to improve processes and procedures.
- Ability to effectively present information and respond to questions from managers, students and the general public.
- Ability to write business correspondence.
- Must be proficient in MS Word, MS Excel, Google Mail, Google Calendar, and Google Docs.
- Ability to type at least 60 WPM.

Work Environment, Hours and Physical Demands

- This job operates in an office environment and routinely uses standard office equipment.
- Must be able to operate a computer, including a keyboard and mouse, and phone.
- Must be able to occasionally lift or carry office or event products or supplies, up to 40 pounds.

Preferred Education and Experience

- Must be a currently matriculated CPH student.
- Requires at least 1-2 years of experience in clerical and administrative support.
- Knowledge of the campus and university services.
- Customer service experience.

APPLICATION PROCEDURE

Qualified applicants should submit the following items via email to hsuas@humboldt.edu

1. Cover letter
2. Résumé
3. Three professional reference contacts
4. Course Schedule