GRADUATE STUDIES OFFICE - STUDENT ASSISTANT OPEN POSITION (Rev.3.16.20)

Positions Available: We have plans to hire 2-3 Students Assistants.

Title: Student Assistant (Receptionist/Administrative Assistant)

Description:
The Office of Graduate Studies (OGS) is looking for a Student Assistant to work as a Front Desk Receptionist and Administrative Assistant to support 3-4 staff members. The Receptionist/Administrative Assistant will be responsible for being the first point of contact for all guests contacting OGS for information, as well as provide extensive administrative support to 3-4 staff members. The Student Assistant applying for this position needs to have at least 1 year of administrative experience, be highly responsible, dependable, well-mannered, and responsive to the needs of students, staff, and faculty. The Student Assistant should also be very organized, have a high attention to detail, communicate well (both verbally and in writing), be reliable, and be able to follow very detailed process instructions.

Qualifications:
• 1-2 years of current or recent professional experience in an office environment, preferably as an Administrative Assistant and/or Receptionist.
• CSUF current master’s degree student in any discipline.
• Must be in good academic standing (3.00 Grad GPA or higher).
• Must have at least 12 months remaining in their master’s degree program.
• Excellent communication skills and strong phone etiquette.
• Excellent computer skills.
• Experience with Microsoft Office (Word, Excel, and Outlook) and Adobe Acrobat.
• Experience with Access is preferred, but not required.
• Ability to follow detailed written process instructions.
• Ability to multi-task and be self-motivated.
• Be able to lift up to 25 pounds.
• Must have a warm and friendly demeanor, while maintaining a high level of professionalism.
• Must remain calm under pressure.

Duties:
• Under direction of OGS Staff, performs daily high volume administrative tasks (data entry, forms processing, mass mailings, copying, collating, heavy filing, appointment scheduling, and stats tracking) associated with OGS activities related to: graduate student affairs, programs and curriculum, enrollment, university policies, scholarship programs, study plan evaluations, and graduation checks.
• Effectively answers questions via telephone, email, and in-person pertaining to OGS topics, such as: general interest in graduate school, admissions, registration, leave of absence, GRAD 700 enrollment, Thesis/Dissertation submittals, awards/scholarships, workshops, events, tutoring, and graduation.
• When needed, greets in-person visitors for OGS and is the first point of contact for all guests.
• Various other tasks as assigned.

Work Schedule & Start Date:
• 10-15 hours per week during regular semesters (fall and spring). Up to 20 hours per week during the summer and winter terms.
• Student should be available to work Monday through Friday. Actual days and hours will be determined every semester, per mutual agreement.
• Target start date: IMMEDIATELY (actual date per mutual agreement).

Application Deadline & Submittal Instructions:
• ASAP and no later than 5PM Thursday, April 30, 2020.
• Submit application, response to question, current resume, and a letter of recommendation to: Office of Graduate Studies, CP-950 (College Park 950) OR gradstudiesrecept@fullerton.edu (Please note incomplete packets will NOT be considered.)
STUDENT ASSISTANT APPLICATION

In order to be eligible, applicants must be enrolled in a CSUF graduate program and have a minimum 3.0 Grad GPA.

A. APPLICANT INFORMATION

Name: ____________________________  CWID: ____________________________
Address: ____________________________  Phone: ____________________________
City, State: ____________________________  Zip Code: ____________________________
E-mail Address: ____________________________  Gender:  Male   Female
Degree Program: ____________________________  Graduate GPA: ____________________________

Have you applied for a Graduation Check?  Yes  No
Semester and year you anticipate receiving your master's degree: ____________________________
Name of faculty member writing letter of recommendation: ____________________________
Availability (Please fill in specific time frames you are available to work during Spring 2020 AND Summer 2020 semesters (e.g. 8–10 am).

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Date you are available to start work: ____________________________  Do you currently work on-campus?  Yes  No

B. REQUIRED MATERIALS

Please attach a response to the question below (one page maximum), your resume, and a letter of recommendation (Faculty member or other person that has worked with you in the past) with your application.

1. Please describe any experience you have had in these areas: general administrative tasks (forms processing, mass mailings, copying, collating, filing, and stats tracking), customer service, and providing staff support.

By signing and dating below, I affirm that the information given above is correct.

____________________________________  ____________________________
Applicant Signature  Date