GRADUATE STUDIES OFFICE - STUDENT ASSISTANT OPEN POSITION

Title: Student Assistant (Receptionist/Administrative Assistant)

Description
The Office of Graduate Studies (OGS) is looking for a Student Assistant to work in the Front Office and serve as a Receptionist/Administrative Assistant. The Receptionist/Administrative Assistant will be responsible for being the first point of contact for all guests contacting OGS for information, as well as providing administrative support to 3-4 staff members.

The Student Assistant applying for this position needs to 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 attention to detail, communicate well--both verbally and in writing, and be reliable.

Qualifications
- CSUF master’s degree student in any discipline.
- Must be in good academic standing with at least 17 months remaining in the master’s degree program.
- 1-2 years of current or recent professional experience in an office environment, preferably as an Administrative Assistant and/or Receptionist.
- Excellent communication skills and strong phone etiquette
- Excellent computer skills
- Experience with MS Office (Word, Excel, Outlook, and PPT)
- Ability to multi-task and be self-motivated
- Be able to lift up to 25 pounds
- Must have a warm friendly demeanor, while maintaining a high level of professionalism

Duties
- Greets in-person visitors for OGS and is the first point of contact for all guests.
- Answers questions via telephone, email, and in-person pertaining to OGS topics, such as: GRAD 700 enrollment, Leave of Absence Requests, Grad Checks, Thesis Submittals, Awards/Scholarships, Registration, Admissions, Graduation, Workshops, and General Interest in Graduate School.
- Under direction of Director and/or OGS Staff, performs administrative tasks (forms processing, mass mailings, copying, collating, filing, and stats tracking) associated with OGS activities to include: graduate student affairs, programs and curriculum, policies, administration of several scholarships and fellowship programs, graduate student study plan evaluations, and performance of graduation checks.
- Other tasks as assigned.

Work Schedule & Start Date
- 10-15 hours per week during regular semester. Up to 20 hours per week during the summer and/or breaks.
- Student should be available to work Monday through Friday, 8 a.m. to 5 p.m. Actual days and hours will be determined every semester, per mutual agreement.
- Target start date: August 2016 (actual date per mutual agreement).

Application Deadline & Submittal Instructions
- Last day to apply is 5PM, August 17, 2016.
- Submit all the original documents-application form (including answers to questions), letter of recommendation and resume to:

  Office of Graduate Studies, MH-112 (McCarthy Hall) or
  Sonya Felton at sfelton@fullerton.edu