GTU
STUDENT EMPLOYMENT OPPORTUNITY

Posting date:	05/18/2016
Department/Organization:	President's Office
GL Account #:	10-01000-10-51-0010-51512
Supervisor:	Executive Assistant to the President
Job title:	**STUDENT ASSISTANT**
	(This position is only available to students with Federal Work Study)

PRIMARY POSITION PURPOSE
Under the supervision of the executive assistant to the president, the student assistant supports the operations of the Office of the President.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. **General Tasks:**
   - Works closely with the Executive Assistant in managing the daily schedule of the President.
   - As delegated, oversees various projects and is expected to work independently, with minimal supervision from the Executive Assistant.
   - Picks up, opens, sorts, and date stamps daily mail for the President
   - Maintains the President's Office paper filing system.

   ❖ Financial records:
   - As delegated, handles payable accounts for the President's Office; prepares check requests.
   - Assists in the reconciliation of expense reports for the President.

   ❖ Communications:
   - Edits and word-processes correspondence and other documents.
   - Prepares mailings to individuals and groups.

   ❖ Office reception:
   - Manages reception duties involving phone calls, email messages, and walk-in inquiries.
   - As required, coordinates interaction between the President's Office and the various GTU departments and centers.

   ❖ Other responsibilities:
   - Maintains inventory of supplies and places orders as needed.
   - Keeps supplies storage well organized.
   - Coordinates travel and conference arrangements for the President.
   - Provides vacation coverage for the Executive Assistant by handling tasks that the executive assistant does that are time-sensitive and/or cannot wait for the executive assistant's return.

2. **Special Events:**
   - Makes reservations for the board room or other venues for meetings and events of the President and the Board of Trustees.
   - Assists the Executive Assistant in compiling materials packets for board meetings, and mails them to trustees.
   - Maintains the Board of Trustees directory (print and online).
   - Provides logistical assistance to the Executive Assistant for all board meetings and events. Working on the days Board meetings are held is required. The Board meets three times a year, in October, February, and May.
   - Assists in the planning, preparation, set up, and breakdown of all special meetings and events organized by the President's Office.

Qualifications:
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Prerequisite Skills, Knowledge & Abilities

1. Demonstrated reception and customer service skills, with strong interpersonal and verbal communication skills.
2. Ability to maintain the highest level of discretion, diplomacy and confidentiality, and demonstrate a professional demeanor at all times
3. Proficiency in the use of Microsoft Word, Outlook, and Excel.
4. Ability to effectively manage multiple projects and priorities with efficiency and careful attention to detail.
5. Ability to multi-task and respond to unanticipated circumstances.
6. Be highly dependable and punctual.
7. Be able to work with minimal supervision and be proactive, with excellent follow through.
8. Ability to work independently and perform under time constraints.

Physical Requirements:

- Ability to lift up to 15 lbs.
- Vision - Close vision required to read and produce documents
- Hearing - Ability to hear verbal communication and to carry on telephone conversations.
- Speech - Clear speech is required to interact with others as an essential part of the job.
- Pushing/Pulling - Pushing and pulling of desk and filing cabinet drawers.
- Sitting –Ability to sit at a desk for extended periods of time.
- Manual dexterity - Ability to use computers and recording machines.

Hours per week:	15-20
Date job is to begin:	ASAP
Hourly rate:	$13
Period of employment:	Through June 30, 2017, if possible
Preferred workdays:	Flexible - depending on student's schedule
Apply to:	Teresa Joye, Exec Assistant to President, GTU Library Building, 3rd Floor.
Tel/Email:	510-640-2410, tjoye@gtu.edu
Application process:	Submit CV and cover letter to Teresa Joye by June 10, 2015.
Other comments:	**Only students with Federal Work Study funding may apply.**