Position Description

**Department:**  
Student Leadership

**Job Title:**  
Front Desk Assistant

**Position Overview:**  
Student assistant providing reception and general clerical duties for the AS Student Leadership Office front desk.

**Duties:** Under the direct supervision of the AS Government Secretary and the general supervision of the Student Leadership Manager, the AS Front Desk Assistants will:

- Open and close the AS Student Leadership office on regular business days.
- Act as courteous and informative greeters/receptionists for the AS Student Leadership front desk during business hours.
- Provide basic clerical support for work as assigned by the Government Secretary or Manager, including but not limited to: copying, filing, answering telephones, managing messages, providing information, maps and directions to students/guests; managing mail for the office; unpacking and stocking office supplies; and other office duties as assigned.
- Help with preparation for and support of special events like retreats, trainings and large-event programming.
- Participate in AS employee functions as appropriate such as Staff Training Day and Re-Boot camps.
- Provide clerical support to the AS President, Vice President and Student Government as assigned by the Government Secretary.
- Courier documents or special deliveries between AS and the rest of campus.
- Other duties as assigned.

**Qualifications:**  
Must be currently enrolled as a CSUN student.

**SKILL DEVELOPMENT:** Student employees in this position will learn and practice the ability to:

- Work with a team of student and professional colleagues
- Seek out and accept advisement as appropriate.
- Work as a key part of a professional office environment
- Practice front desk and clerical skills

**PERCENTAGE OF TIME:**  
Front desk reception 60%
Special Event Support 10%
Office, Clerical and courier work 30%
<table>
<thead>
<tr>
<th><strong>Location:</strong></th>
<th>USU-100</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Hours:</strong></td>
<td>up to 20 hours per week</td>
</tr>
<tr>
<td><strong>Classification:</strong></td>
<td>I</td>
</tr>
<tr>
<td><strong>Salary Range:</strong></td>
<td>$15.00 - $16.50/hour</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Desired Major(s):</strong></th>
<th>any</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Desired Class Level(s):</strong></td>
<td>any</td>
</tr>
</tbody>
</table>

*Note: A background check is not required.*