

Title	Classification	Salary Grade/Assignment
Student Office Assistant	Student Employee	See schedule below

HOURLY RATE Effective 4/9/19

CLASSIFICATION	STEP 1	STEP 2	STEP 3
Student Employee	\$13.00	\$13.40*	\$13.70**

Job Description:

Under direct supervision of district employees, the Student Office Assistant performs supportive administrative, clerical, and customer service tasks for assigned department(s).

Scope:

The Student Office Assistant classification performs supportive administrative and clerical tasks and/or customer relations.

Key Duties and Responsibilities:

1. Telephone & Email

- a. Answers phones in a professional manner
- b. Contacts departments to ask questions
- c. Responds to email questions and comments within a timely manner

2. Front Desk General Office Duties

- a. Provide Excellent Customer Service
- b. Answer questions about the department or find the answer from an appropriate resource
- c. Pick-up mail and deliver to appropriate staff members
- d. File documents, both electronically and paper
- e. Use office equipment such as photocopiers, computers, and other equipment
- f. Perform data-entry

Degrees Desired:

Varies by department

Majors Desired:

Varies by department

Job Targets Desired:

Varies by department

Minimum GPA:

Varies by department

Other Job Requirements:

1. Enrollment:
 - a. Must maintain enrollment in 6 units Spring and Fall semesters
 - b. 3 units for summer semester throughout your employment.
2. Documentation:
 - a. If hired you will need to present original documents for the I-9 verifying your identity and work eligibility
 - b. In addition all new hires need to present an original SS card for W-4 verification.
 - c. If you are missing documentation it will delay your start date. If you have questions about the required documents please contact the Career Hub at 707-527-4329.

**Automatically awarded – after 200 hours*

***Requires*

- *600 hours*
- *Minimum of 1 unit of Work Experience Course*
- *Successful Evaluation with recommendation for Salary Increase by supervisor*