

Information Support Student Assistant [ISSA] Employment Posting

San Francisco State University
University Housing

Position: Information Support Student Assistant

Job type: Part time

Wage: \$10.00/hr

Location: San Francisco, CA

Openings: 1

Days/hours & duration of job: 9am-5pm, M-F. Maximum of, but not guaranteed 20 hours per week, with assigned shifts with varied days off.

Start Date: **ASAP**

When to apply: ASAP

Qualifications: Must be a SF State student and must be registered for 2015 Spring semester classes. Preference given to students who are available to work over the summer. Office/clerical experience preferred. Experience working with spreadsheets, word-processing, and database software is highly desired. Must possess good communication skills, be flexible with a variety of assignments, and must be able to exercise independent judgment, work independently on a regular basis, and prioritize assignments with minimal supervision. Professional appearance and demeanor are required. Must be able to promote departmental and University policies, represent the University and University Property Management to the community in a positive and supportive manner; show diplomacy while working with individuals of all ages and backgrounds.

Job Description: With Supervision by the Information Support Supervisor, the ISSA is an office representative of the University. The ISSA staff is responsible for daily clerical duties, such as, data entry, staff inquiries, and pulling and merging reports from the database. Related duties consist of the following: assist with mail processing, provide housing application status; file, photocopy, and fax and process Housing Business Office forms and licenses agreements. Perform other related duties as assigned not comprising of more than 10% of the total job scope.

How to apply: Obtain application from SFSU Housing website at www.sfsu.edu/~housing/jobs/ - Applications or resumes via email will NOT be accepted. Drop off applications at Housing Business Office.

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