Event Services ASUC Student Union Administrative Assistant

Job Description / 2018-2019

The Administrative Assistant is responsible for providing administrative support to the ASUC Student Union Event Services Team. This position provides support to the Event Coordinators, Event Planning Assistants and Event Services Student Supervisor.

JOB DUTIES

Maintains documentation and records:

- Process reimbursement and reconciliation in a timely manner.
- Photocopy, scan and document processing.
- Help in analyzing survey data.
- Maintains training documentation for Administrative Assistant position.
- Coordinates and tracks completion of mandatory training for student staff, collects and files training documents.
- Create, maintain, and update files and documents used in the onboarding and separation process.
- Files employee-related documents as needed.
- Maintain a record of event details using Event Management Systems ("EMS") software.
- Keep event reservations current as changes are requested using Event Management Systems ("EMS") software.
- Run reports as needed including weekly events.
- Creating and maintaining Trello cards.

Clerical and Office Support:

- Answer phones, help with calendar management and schedule meetings.
- Assist in event planning and coordination, as needed.
- Assist in travel arrangements organization.
- Prepare meeting space before and after meetings, process meeting notes, and create meeting packets.
- Office organization including but not limited to, maintaining and resolving equipment problems, stock supplies, organize supplies and order supplies.
- Distribute incoming/outgoing mail and faxes to other departments.
- Communicate with campus partners and vendors in a professional and friendly manner.
- Respond to inquiries via email and phone within 24 hours.
- Create space diagrams using Social Tables.
- Research and secure equipment and rentals as needed.
- Work with campus partners to obtain necessary permits.
- Help coordination of overall event execution on-site.
- Help with special projects.
- Assist Event Coordinators and Event Planning Assistants, as needed.
- Other duties as assigned.
OTHER:

- Must wear ASUC Student Union shirt, name badge, and closed-toed shoes while on-shift.

TERMS OF EMPLOYMENT

1. The period of employment for this position begins upon hire and continues at least through the end of the 2019 academic year.
2. Must be available to work 15 hours per week during the academic year.
3. Must be available to work 15-20 hours per week during the summer.
4. Required to work over one academic break (i.e., Winter Break, Spring Break)
5. Required to work a minimum of 2-hours at each of the following annual events: Cal Day (April), Open House (February) and Summerfest (June).
6. Required to attend staff meetings and trainings, as scheduled.
7. Must clear a criminal background check.
8. Continued employment is contingent upon satisfactory job performance evaluation.

QUALIFICATIONS

- Required Minimum 1 year of college completed
- Strong organizational and project management skills, working with cross-functional teams
- Strong computer skills: Microsoft Word, Excel and Google Apps
- Interest in learning Event Management Systems software, Google Apps, and Social Tables
- Excellent written and verbal communication
- Willingness to learn new processes
- Works both independently and as part of a team in an often hectic environment
- Ability to work with diverse groups of people are essential
- Skilled in multitasking, problem resolution, prioritizing and meeting deadlines
- Proven expertise in project management; Self-starter who takes initiative, highly reliable and punctual
- Polished and professional when dealing with all clients and colleagues
- Comfortable in a fast-paced, ever-changing environment; flexible.

COMPENSATION: $15.00/hour

I acknowledge that I have received a copy of my job description and that my supervisor has reviewed it with me.

__________________      ____________________      _____________________________
Name (print)                    Signature                               Date

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Supervisor (print)            Signature                                Date