



CSSE FRONT DESK JOB OPENING

Apply to become a Front Desk Staff at the Center for Student Success in Engineering. Under the supervision of the Department Coordinator, this position involves performing general clerical and receptionist duties on greeting and checking in visitors, answering and directing student inquiries, maintaining and cleaning the CSSE workspaces, posting flyers, and assisting the Department Coordinator.

Qualifications:

- Greet all visitors and connect them to the CSSE services
- Answering door if someone knocks
- Directing Tutors and tutor appointments to the MESA Annex room
- Log in and use the EAB Navigate Appointment Center to manage and track student appointments
- Monitor and reply to the CSSE email account
- Keeping the Front Counter desk clean and orderly
- Using SLACK account during work shift
- Respond to appointment inquiries in EAB
- Performing routine office procedures, including word processing, typing correspondence, reports, memos, and form letters, copying, assembling, and preparing materials for distribution, data entry, and screening and processing of mail
- Running errands to various departments across the SDSU campus
- Providing other administrative duties or projects as assigned by the Department Coordinator

Starting Pay is \$15.00 hr and general working hours are between Monday through Thursday 9:00 am to 6:00 pm, and Friday 9:00 am to 2:00 pm

**APPLY today by filling out
our Google Form:**

Deadline to Apply
5/31/2022

<https://forms.gle/J8MXkpsweagPQ8F67>

