



# University of California, San Diego Housing• Dining• Hospitality Culinary and Market Services

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## **POSITION DESCRIPTION**

**POSITION TITLE:** Clerical Assistant

**CLASSIFICATION:** STDT 3

**ORGANIZATIONAL UNIT:** Housing•Dining•Hospitality Central Dining Office

### **GENERAL DESCRIPTION OF POSITION**

Employees will provide general office assistance to the office. Perform data entry, customer service, and routine clerical work. Greet walk-in traffic, answer telephones, run errands. Maintain records, computer files, and reports. May also provide assistance to other areas of the department. Must have a professional and courteous demeanor and be able to answer and operate a cell phone. Additional work experience may include training other employees.

### **JOB DUTIES**

- General data entry into FoodPro.
- Scan & validate invoices.
- Handle special vendor invoice processing.
- Invoice cross-referencing & Vendor statements.
- Daily pick up and delivery of departmental documents.
- Assist in hiring students and entering hires into database.
- Provide telephone and in-person customer service for residents, guests, and professional staff.
- General office work and projects as assigned.

### **REQUIREMENTS**

- Must be eligible for student employment at UC San Diego: must pay UC San Diego Student Services Fees for each quarter of employment. Continuing students and spring quarter graduates must pay Spring Quarter Student Fees. New students or readmits for Fall quarter must pay Intent to Register Fees.
- Must have exceptional computer skills; knowledge MS Word, Excel and Access.
- Independent worker with ability to follow written and verbal directions.
- Office administrative experience, with ability to organize continuous work flow and meet mandatory deadlines while maintaining accuracy and neatness.
- Must be flexible and enjoy a variety of tasks.
- Must have the ability to maintain good working relationships with University staff, residents, visitors, guests, peer employees and vendors.
- Ability to present a positive impression while interacting professionally with a diverse population.
- Ability to follow written and verbal directions.
- Skill in keeping records in a neat, legible and orderly fashion.
- Must be flexible and enjoy a variety of tasks.
- Must have a valid California State Driver's License and be willing to operate UC San Diego vehicles. Driver's record will be checked via DMV Employer Pull Notice Program at no cost to employee.

- Must abide by time-off request policy: Requests for time-off are subject to approval and will be reviewed on an individual basis; submitting a request does not guarantee time-off.

**PREFERRED SKILLS**

- Ability to work under pressure, set priorities and meet deadlines.
- Skill to establish and maintain computerized and hard copy filing.

**COMPENSATION:**

\$13.30/hour