



Associated Students of Gavilan College Office Hour Duties

- Check the mail box in the mail room and deliver to appropriate person
 - Any bank statements must be delivered to ASGC Advisor
- Check your mail box in the ASGC office for important notes and messages
- Clean office and microwave area (clean up after yourself)
 - Arrange
 - Organize
 - Empty trash and recycling
 - Throw all food items in the garbage can outside of the ASGC building.
- Answer phone
 - Thank you for calling ASGC, this is (your name and title) how can I help you?
 - Write down the information you are collecting. If they are asking for a specific leader, ask what they need so that the leader knows what to expect and/or see if you can assist
- Check ASGC office phone messages
 - Notate message and put in appropriate leader's mailbox
 - Return phone calls
- Check your email for important messages and reminders from ASGC Advisor, fellow ASGC members, and campus committees
 - Personal
 - Gavilan
- Check the whiteboard for deadlines on ASGC projects and events
- ASGC calendar
 - Update as needed with events, conferences, committees, etc.
- Keeping track of vendors
 - If there is a vendor in the student center, make sure that their information is in the vendor binder
 - Check their receipt and make sure that they paid
- Take pictures for ASGC ID Card
 - Lock the ASGC office door when leaving to take pictures or for anything else.
 - Check that the student has paid for the ASGC Card
- Stamp any on and off campus Notices/Flyers
 - Make sure that the document contains the business or the person's name, phone number or another form of contact
 - Please use your discretion as far as approving nudity, drugs, or violence on Notices/Flyers

- Hand out Scantrons and green books and keep track of the student's name, G00#, and number of Scantrons and/or green books you gave them in the Scantrons/Green Books binder. When a form is completed, print out additional forms. The form to keep track of Scantrons/Green Books is on the ASGC computer
- Set time aside for clearing posting boards of old notices/flyers and unauthorized postings.
 - Please use your discretion when removing notices/flyers without ASGC approval stamps.
- Review and complete documents disseminated from ASGC leaders/advisors concerning Gavilan College shared governance committees, ASGC events, ASGC conferences, etc.
- Supplies (if any supplies need to be ordered, contact ASGC Advisor)
 - Supply room
 - Check supply room and re-stock supply room if needed (ensure at least two reams of paper are in stock)
 - Copier-Printer/Poster Printer
 - Check that at least one ink cartridge for each color is in stock
 - Check that at least one roll of each type of paper is in stock
 - Fax Machine
 - Check that at least one ink cartridge for each color is in stock
 - ASGC Card System
 - Check that at least one ribbon is in stock.
 - Check that at least one box of 500 blank cards is in stock and preloaded with \$1.00
 - Laminator
 - Check that at least one box of lamination plastic is in stock.