**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.
  o 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)
  o Supply room
    ▪ Check supply room and re-stock supply room if needed (ensure at least two reams of paper are in stock)
  o 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
  o Fax Machine
    ▪ Check that at least one ink cartridge for each color is in stock
  o 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
  o Laminator
    ▪ Check that at least one box of lamination plastic is in stock.