COMMUNITY ENGAGEMENT CENTER
STUDENT ASSISTANT JOB DESCRIPTION

TITLE: Administrative Program Student Assistant

PAY RATE: $9.00 - $10.25 Depending on experience
15-20 hours per week/ flexible hours*

POSITION:
Program Student Assistants are primarily responsible for providing varying levels of program coordination and general clerical support for department staff. Assistants perform tasks of wide-ranging complexity and accountability, and will have partial responsibility for major segments of programs/projects requiring judgment, maturity, problem-solving, or other special qualifications. Day-to-day work is initially performed with direct supervision and detailed instructions changing to an occasional review and general supervision as more independence is achieved. The Administrative Program Student Assistant works in support of, and reports directly to, the Community Engagement Center Administrative Director.

ESSENTIAL FUNCTIONS:

Program support: Attend planning and partnership meetings; take and disseminate meeting minutes; assist with program/project promotion; attend/participate in department events; assist in organizing individual and group-based orientations, trainings, meetings, etc.; communicate with program/project networks; act as an informational resource for community engagement initiatives as directed; and assist Community Engagement staff with coordinating event and meeting logistics. May staff information/outreach tables; recruit program participants; serve as liaison to program team leaders, site coordinators, and department; post and engage in online discussion topics for program blog; and make tentative arrangements/secure price quotes for event service providers including catering, parking, photographer, and interpreter services.

Administrative support: Daily functions include: process forms; perform data entry; maintain accurate files, records and databases; create and maintain contact and distribution lists; schedule appointments; compose letters, emails, and general correspondence; disseminate information and updates regarding Community Engagement Center events, services, policies, etc.; answer telephones; record and deliver messages; process outgoing and incoming mail and faxes; compile, duplicate, sort, edit, update, and file documents; make labels, nametags, etc.; prepare and distribute materials and mailings. May research/compile resources, data and program statistics.

ADDITIONAL FUNCTIONS: (SUBJECT TO WORK LOAD AND AS NEEDED)

Other: May help prepare meeting rooms, provide on-site event support, run on-campus errands, complete components of a specialized project, facilitate/lead meetings and events, assist with website updates, maintain events calendar, maintain Community Engagement Center email account (send and receive emails, reply or forward as appropriate), etc. Performs related duties as assigned.

CONTINUED…

Limited weekend/evening hours available for special events/activities only. Regular work hours performed Monday – Friday, 9:00 – 4:30.
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STUDENT ASSISTANT JOB DESCRIPTION (CONTINUED)

SPECIAL SKILLS AND ABILITIES:
Position demands a key attention to detail. Excellent verbal, written, and interpersonal communication skills required. Must demonstrate a strong working knowledge of English grammar, spelling, and punctuation. Must have strong public speaking skills and be able to work with and facilitate presentations to large groups. Must have ability to perform a variety of tasks with a moderate degree of independence, and be able to apply independent judgment, discretion, and initiative to address problems and develop solutions. Successful candidates have a high degree of motivation, the ability to learn new skills, are reliable and able set priorities among numerous ongoing activities and meet external and internal deadlines. Proven data entry skills, database management knowledge and abilities, and ability to perform basic arithmetic functions strongly preferred. Must have ability to use standard office equipment (pc, laser printer, calculator, photocopier, fax, digital phone system). Proficiency in MS Office (Excel, Outlook, PowerPoint, Word) strongly preferred. Familiarity with Adobe Dreamweaver, Illustrator, In Design, and Photoshop a plus.

REQUIREMENTS:
Graduate or upper division undergraduate (Senior or Junior standing) preferred. A student who is interested in continuing his/her work with Community Engagement Center for 2-3 years is desirable. Must have excellent communication (written, verbal and interpersonal) skills. Must be reliable, organized, and be able to meet deadlines.

TRAINING:
This is an upper-level (level II) student position for which some advanced experience, training, or specialized skill is required. Program/project focused on-the-job training is provided. With sufficient demonstration of knowledge and skills, Program Student Assistants receive work activities of increased responsibility and complexity.

HOW TO APPLY:
Submit application and resume to Sac State Community Engagement Center, Library 4028, M-F 8:00am – 4:00pm or fax to 278-4836 Attn: Sheila. Resumes cannot be submitted in lieu of completed application. One (1) position is available. Application deadline: open until filled.

CONTACT: For more information about this position, please contact:
Sheila Macias, Community Engagement Center Administrative Director
Ph: 278-4610 or email macias@csus.edu