<table>
<thead>
<tr>
<th>Job Title/Department:</th>
<th>Graphic Specialist and Community Board Liaison</th>
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<tbody>
<tr>
<td>Compensation:</td>
<td>African American/Black Student Success Center Graphic Specialist and Community Board Liaison will work 10-15 hours weekly. Pay is $13.50 per hour. Student Assistants will get event programming experience and learn valuable customer service skills.</td>
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<td>Employment Period:</td>
<td>The appointment is on a semester basis; qualified candidates who perform as expected will be renewed for an additional semester.</td>
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| Application Information: | • Submit your application by no later than deadline: Wednesday, May 16, 2018, by 11:59pm. A resume is also required for the Front Desk Assistant position. Your resume will be uploaded in the google doc that you will submit your application at. Applications will be time stamped online and late submissions will not be accepted.  
• Only applicants selected for an interview will be contacted within two (2) weeks after the application period has closed.  
• If you have any questions about this position, please call the center at (408) 924-5106 or email at Paula.Powell@sjsu.edu  
  • Online application information can be found at:  
    [http://www.sjsu.edu/africanamericanblackssc/](http://www.sjsu.edu/africanamericanblackssc/) |

### Job Description

Student Success Ambassadors play an integral role in the development and operation of the African-American/Black Student Success Center (AABSSC). The Graphic Specialist and Community Board Liaison, supervised by the Center Director, is responsible for serving the primary design and promotion of AABSSC flyers, posters, and artistic expressions which benefit and enhance student success. This position will gain significant experience in serving as a campus liaison to promote the initiatives and services of the Center.

#### Community Board Liaison
1. Serve as the primary contact for the center to work directly with the Community Board.
2. Serve as the student voice to assist in developing events to promote community via graphic expression.
3. Work closely with the Social Media and Communication Specialist to ensure that all events are effectively promoted.
4. Serve as the primary contact for booking spaces for event, ordering supplies, creating RSVP lists for participants and volunteers.
5. Serve as the student liaison to student orgs to consult as necessary for artistic recommendation.

#### General Operations
1. Serve as a primary liaison and serves for the AABSSC community board.
2. Maintain 12 - 15 hours per week (which includes staff meetings, workshops and weekend events if applicable.
3. Works with the Community Board to solicit AABSSC volunteers who support AABSSC initiatives and programming.
4. Contributes to all AABSSC special events and programs. Fall and spring semester.
5. Attends all staff meeting and mandatory training for AABSSC staff.
6. Works with Director on Center’s artwork and development of artistic displays in Center.
Minimum Qualifications
1. Must have prior programming and events planning experience, and the ability to work in a team environment or independently. Graphic Art Portfolio of work if available.
2. Must have at minimum part time status and be enrolled in at least six (6) units at SJSU.
3. Must be in good academic and judicial standing with San Jose State University with a minimum GPA of 2.75.
4. Must have a good understanding of the mission and work of the center and/or student services within higher education.
5. Ability to work with diverse student populations Superior written and verbal communication skills, including strong phone manners.
6. Exemplary customer service skills in a fast paced environment.
7. Ability to organize and accurately process a high volume of information with a strict attention to detail in a short period of time.
8. Strong knowledge of Communication, Microsoft Word, Excel, and Google Docs as well as ability to use and understand databases.
9. Strong organizational and programming skills, attention to detail, ability to reason logically, draw valid conclusions and make appropriate recommendations.