<table>
<thead>
<tr>
<th>Job Title/Department:</th>
<th>Student Success Outreach Ambassador</th>
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<td>Compensation:</td>
<td>African American/Black Student Success Center Outreach Specialist 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/ |

**Job Description**

Student Success Ambassadors play an integral role in the development and operation of the African-American/Black Student Success Center. The Student Success Outreach Ambassador, supervised by the Center Director, is responsible for serving as the primary resource for outreach and community building. Developing content for presentations, setting and overseeing events. Working closely with Director and AABSSC staff to ensure we are reaching out to better serve our students.

**Outreach Specialist**

1. Serve as the primary contact, schedule presentations, tabling, schedule staff to assist, and maintain promotional items inventory.
2. Work closely with the Center Director for content.
3. Ensure that campus community is receiving information relevant to empowering student success and the center activities.
4. Conducting and developing surveys to assess the needs of student populations we serve.

**General Operations**

1. Serve as a primary resource for all outreach events.
2. Ensure the outreach events run smoothly by facilitating clear communication from the center.
3. Oversight for student organizations banner sign-in and sign-out process.
4. Works with campus partners to create more visibility and support of the AABSSC on campus.
Minimum Qualifications

1. Must have prior social media experience, communication experience and website experience, and the ability to work in a team environment or independently.

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.