Job Title/Department: Student Success Programming Ambassador

Compensation: African American/Black Student Success Center Student Success Programming Ambassador 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.

Employment Period: The appointment is on a semester basis; qualified candidates who perform as expected will be renewed for an additional semester.

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

The Student Success Ambassadors play an integral role in the development and operation of the African-American/Black Student Success Center (AABSSC) The Student Success Programming Ambassador (SSPA) supervised by the Center Director, is responsible for developing workshops, events and programs to enhance skills, empower and support student success. The SSPA will also work closely with campus partners to identify academic initiatives and programming with promotes student success.

Student Success Programming Ambassador
1. Serve as the Student Success Programmer for the Center
2. Develop workshops, events and programs to enhance skills, empower and support student success
3. Work collaboratively with on campus and off campus partners to offer multiple student success programs
4. Serve as the primary contact for booking spaces for programs, workshops and events, ordering supplies, creating RSVP lists for participants and volunteers.
5. Work closely with the social media and communication specialist to ensure all events are advertised widely.
6. Help to organize end of year events which promote the achievement and accomplishments of students we serve.

General Operations
1. Serve as a representative on the for the AABSSC community board.
2. Represents at meetings, workshops, conferences, etc. on behalf of the Center
3. Serves as a backup for front desk coverage, if applicable.
**Minimum Qualifications**

1. Must have prior programming and events planning 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 program planning, 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.