Position Title: Leadership & Social Justice Assistant  
Position Department: César Chávez Community Action Center (CCCAC)  
FLSA Status: Non-Exempt  
Full/Part-Time: Part-Time  
Compensation: $19.50 per hour  
Reports to: CCCAC Department Manager

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Associated Students Summary
Associated Students’ (A.S.) mission is to support and represent the students of San José State University by continuing the organization’s legacy of student advocacy and leadership; to enhance SJSU students’ education through high quality programs and services; and to prepare students as they move towards a thoughtful and purposeful life after graduation.

A.S. is a non-profit auxiliary corporation serving the students of San Jose State University whose primary source of funding is from mandatory student body fees. A.S. Departments include the Cesar Chavez Community Action Center, Child Development Center, General Services Center, Human Resources, Information Technology, Events, Marketing, Print & Technology Center, Student Government, and Transportation Solutions.

Position Summary
Under the direction of the CCCAC Department Manager, the CCCAC Leadership and Social Justice Programs Assistant is responsible for assisting CCCAC with annual and regular events. The CCCAC Leadership and Social Justice Assistant supports department administration, project management, and supply procurement. This position works closely with the Department Manager in assisting with the supervision of student assistants and student volunteers. The incumbent empowers students in the department and also serves in an advising capacity for event planning and volunteer and activism programs.

Capacity to work effectively in a University environment and support the mission and goals of an educational institution are a must. Increasing overall public awareness of Associated Students though community engagement and partnering with other university departments and contacts to create new co-curricular service learning opportunities and foster community building will be the key to the success of this position.

Essential Functions

**Event Coordination, Program Development and Operations**
- Provides leadership and supervision to In-Solidarity student assistant staff by serving as a resource in the planning and implementation of programs, events, and supporting affiliate student organizations.
- Coordinates CCCAC signature program, Spartan Legacy Training Academy, focusing on providing personal, professional development for SJSU students centered in social justice and activism.
- Assist with the coordination of additional long and short term educational programs and services focusing on social justice, leadership development, and service-learning. I.e.: Legacy Month initiatives, etc.
- Assist with advising students, trains, and supports student program assistants and attends regular meetings.
- Support A.S. student learning outcomes with a focus on confidence in leadership, building a sense of community, and developing critical thinking skills.
- Attends events during daytime, evening, and weekend hours to ensure appropriate coordination and implementation of planning efforts.
- Supports and assist marketing and publicity efforts for the department, including but not limited to: campaign development, event tabling, print and social media advertising, material distribution, etc.

**Department Administration**
- Assist in managing programmatic budget, accounts payable, expense tracking for respective events and program areas.
- Assists with department project management tools, equipment and supplies purchasing and maintenance, inventory and asset control.
- Assists in the development and maintenance of internal department documents, processes, policies, guidelines, checklists, or other reference documents as needed for department, board, and staff use.
- Prepares and maintains general files, program resources, and confidential materials (i.e. contracts, reservations, and program files).

**University/ Community Relations**
- Attends and/or facilitate various committee and planning meetings of both A.S. and SJSU as needed.
- Attends department and staff meetings and on-going staff development trainings of CCCAC and A.S. employees.
- Assist CCCAC Department Manager in building and maintaining relationships with key constituents on and off campus including SJSU students, faculty/staff, and nonprofits, schools and community organizations.

**Risk Management**
- Supports Manager to ensure proper contracts are executed with vendors, performers, and sponsors and adequate liability insurance is secured for all A.S. events in accordance with A.S. and SJSU policies.
- Supports Manager and works with safety & risk management committees to assure safe practices and emergency preparedness at events, programs and upholds the safety of attendees and employees.
- Works with Manager to encourage a safe and accident-free work environment for student assistants, volunteers and community.

**Knowledge, Skills, and Abilities**
- The ability to establish and maintain harmonious relationships with staff and student leaders is also essential.
- Knowledge of social justice and student development principles especially those serving the needs of a diverse population.
- Knowledge of and commitment to the principles of current student development, cultural competency, and leadership for social justice required.
• Creativity, motivation, organization, and coordination abilities required.
• Public relation and promotion skills required, including use of social media, apps, and other electronic publicity/marketing methods preferred.
• Requires excellent customer service and public speaking ability
• Requires demonstrated experience in Microsoft Office, Google Applications and planning tools
• Requires excellent interpersonal, verbal and written communication skill, and attention to detail
• Ability to establish and maintain effective working relationships with diverse groups
• Demonstrated ability to support the training, supervision and coordination of the activities of program staff, interns and volunteers
• Ability to work independently, creatively, and to develop effective programs and services
• Experience in higher education, non-profits, and community organizations preferred.

Work Environment, Hours and Physical Demands
• This job operates in an office environment and routinely uses standard office equipment.
• Work hours are Monday through Friday, 8:00 AM – 5:00 PM. Occasional evening and weekend work may be required as job duties demand.
• Must be able to operate a computer, including a keyboard and mouse, and phone.
• Must be able to occasionally lift or carry office or event products or supplies, up to 40 pounds.

Required or Preferred Education and Experience
• B.A./B.S. Political Science, Sociology, Ethnic Studies, Social Science or related field from an accredited college/university
• Currently enrolled in a graduate studies program at San Jose State University or nearby Bay Area based college.
• 1-3 years of related experience or equivalent combination of education and experience in educational programs or community relations. Experience in higher education and social justice work preferred.
• Experience in advising and supervision of students preferred
• Experienced facilitating trainings and curriculum design
• At least 6 months to a year of administrative skills and experience with community partners or non-profit environment

Notes to Applicants
The person holding this position is considered a mandated reporter under the California Child Abuse and Neglect Reporting Act and is required to comply with the requirements set forth in CSU Executive Order 1083 Revised July 21, 2017 as a condition of employment.

This position may be exposed to sensitive or personal information and is required to comply with the requirements set forth by the Integrated CSU Administrative Manual 8000 series and Associated Students Information Security Standards as a condition of employment.

A background check (including a criminal records check) must be completed satisfactorily after a conditional offer of employment. Failure to satisfactorily complete the background check may affect a conditional offer of employment.

Equal Employment Statement
Associated Students provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws. A.S. provides reasonable accommodations for applicants with disabilities who self-disclose.
Applications
Applicants must submit a complete application through the Associated Students applicant tracking system, ADP. Only complete applications will be considered.

Deadline
The position will remain open until filled.

Click here to apply!