## Job Title:
EOP LINK Member (Fall 2019/Spring 2020)

## Department/Group:
Educational Opportunity Program/San José State University

## Compensation and Hours:
**HOURS**
LINK member will work 10-15 hours per week. Hours will be determined by demand of activities, EOP panels, EOP presentations as well as LINK programs and activities.

**PAY RATE**
$15 per hour

**PROFESSIONAL DEVELOPMENT**
LINK members can expect to build and strengthen their skills and knowledge in areas that will expand their personal development and career advancement opportunities.

1. Enhance leadership skills
2. Event planning: develop organizational skills, effectively work within a team, increase communication skills, enhance delegation competencies, self-responsibility and accountability competencies.
3. Communication skills: content development, audience analysis for effective presentation, delivering a concise and compelling presentation, increase facilitation skills, and gain confidence in articulating your story.

## Application Information:
- Submit your completed application online: [http://www.sjsu.edu/eop/current-students/Jobs](http://www.sjsu.edu/eop/current-students/Jobs) by Thursday, April 18, 2019, by 11:59 PM
- Submit your resume online with your application or email samantha.figueroa@sjsu.edu by Thursday, April 18, 2019 by 11:59pm. Selected applicants will be contacted for an interview the following week.
- If you have any further questions please contact Samantha F. Hernandez, GSP Academic Advisor at samantha.figueroa@sjsu.edu

## Job Description

**Program Overview**
The EOP LINK program works to cultivate a community and a sense of belonging among EOP students at San Jose State University. LINK connects EOP students and staff through hosting monthly social events. Additionally, LINK promotes the value of the EOP program through panel presentations for prospective high school and community college students.

**Contract Period**
EOP LINK members are hired for the academic year. However, they are evaluated in the Fall and if they receive a satisfactory evaluation they will continue employment in the Spring.

**Minimum Qualifications**
- Undergraduate students who are enrolled at least part time (6 units) at SJSU.
- Must have a cumulative grade point average of at least 2.75.
- Must have a good understanding of the mission and work of the Educational Opportunity Program and/or student services within higher education.
- Must be in good academic standing and judicial standing with San Jose State University.
- Superior written and verbal communication skills, including strong email writing skills.
- Ability to organize complex information with strict attention to detail.
- Ability to use databases and social media outlets including Google drive, Microsoft office, Instagram, FB, etc.
- Ability to work in a team environment and independently.
- Strong organizational and programming skills, with attention to details.
● Be open to working with diverse student populations and the ability to acquire knowledge of the specific needs of historically low-income and educationally disadvantaged students.

**LINK Training**
In order to be considered for the EOP LINK position, candidates must be available on the following dates and be able to perform the following duties (these are non-negotiable): **Friday, August 23, 2019 from (8:30am–4:30pm).**

**LINK Member Responsibilities**

- Attend all EOP events, panels, and presentations.
- Be knowledgeable about the history and mission of EOP at SJSU.
- Develop, facilitate, and create advertisements for 1-2 EOP social events per month with all members of the LINK team.
- Attend weekly Friday staff meeting and provide updates on assigned responsibilities.
- Communicate with other LINK members, mentors, and student assistant staff regarding upcoming events and presentations.
- Attend monthly in-service training/leadership sessions.
- Update EOP Instagram, FB, Snapchat, etc…
- Demonstrate professionalism and work cooperatively with faculty, staff, and other students
- Be responsive to all work-related communication in a timely manner
- Learn and perform assigned work and accept responsibility
- Understand the EOP Mission and the needs of EOP students
- Work 10-15 hours per week in the EOP office on assigned special projects
- Other duties as assigned

Any exceptions to the minimum eligibility qualifications will be granted at the sole discretion of the University.

*San José State University is an Equal Opportunity/Affirmative Action Employer committed to nondiscrimination on the bases of race, color, religion, national origin, sex, sexual orientation, gender status, marital status, pregnancy, age, disability, or covered veteran status consistent with applicable federal and state laws. This policy applies to all SJSU students, faculty, and staff as well as University programs and activities. Reasonable accommodations are made for applicants with disabilities who self-disclose.*