Student Assistant for Administrative Analyst of Transition and Retention Services
(TRS) Pay Rate: $15/hr Hours Per Week: 10-20 Work Days: M-F (flexible schedule)

Reporting to and receiving work lead direction from the Administrative Analyst for Transition and Retention Services, the Student Assistant will assist with a broad range of administrative and clerical functions related to the various TRS Programs: The African American/Black Student Success Center, The Chicanx/Latinx Student Success Center, The UndocuSpartan Student Resource Center, The Asian Pacific Islander Desi/American Task Force, and The Educational Opportunity Program.

This position will require a large amount of walking back and forth across campus, often pushing a cart loaded with packages or supplies, as the various programs within the department are located in different parts of campus.

Duties and Responsibilities:
● Assist with data entry
● Provide administrative support including but not limited to photocopying, scanning, organizing documents
● Assist with event planning logistics (catering, room reservations, supplies)
● Coordinate with the various TRS program offices to notify of and/or distribute incoming packages and mail

Minimum Qualifications:
● Undergraduate student enrolled at SJSU at least part time
● Must have a cumulative grade point average of at least 2.75
● Must be in good academic and judicial standing with SJSU
● Must be able to interact, communicate, and present ideas
● Ability to work in a fast-paced environment
● Ability to manage multiple projects and remain flexible
● Ability to work independently and efficiently
● Excellent time management and organizational skills
● Accuracy and attention to detail

The appointment is on a semester basis; qualified candidates who perform as expected will be renewed for the subsequent semester. The candidate must be able to begin by or before early April 2019, work throughout the summer and be available on campus. The appointment will continue through the fall semester.

Candidates will be contacted for an interview that will last approximately 20 minutes. Please email your resume and cover letter (PDF format) to Melanie Kim melanie.kim@sjsu.edu