SJSU International House Student Assistant Positions

Please complete the online Google Forms application by 12 p.m. Wednesday, 1/22

- All Student Assistants must work 2 shifts at the Pancake Breakfast on Sunday, March 15, and 2 shifts at Admitted Spartan Day on Saturday, April 16.
- Position duration is for one semester based on performance.
- Research Foundation timesheets must be turned in every two weeks. Deadline to submit timesheets is two days prior to the 1st and 15th of each month. Work logs must also be turned into I-House for most positions.

**Please note, students may work up to 20 hours/week on campus including I-House jobs**

All-Around Aides
The All-Around Aides will perform a wide variety of tasks around the I-House and should remain flexible. Responsibilities include laundry, organizing storage spaces, emptying recycling on weekdays and trash cans in the common areas on the weekends, upkeep of the exterior ground areas including parking lots, front porch, and back patio. At least three hours must be done Monday through Friday during office hours (10am-6pm).

Bathroom Aides
Weekend responsibilities for tidying the women’s or men’s bathroom and utility rooms. This task is to be completed a couple of times each day on Saturday and Sunday. Typical duties include (but are not limited to): picking up paper and hair from the floor, cleaning the counters, and emptying trashcans in bathroom and utility room on weekends as needed. Cleaning the shower curtains once per month. Emptying recycling and removing and washing any dirty dishes in the utility rooms. Residents applying for Bathroom Aide are eligible to be awarded a second position in addition to this one.

Coffee Night Coordinator
Must be available Tuesday evenings from 7 – 11 p.m. + 2 additional hours each week. With Resident Advisors, coordinate weekly coffee nights including engaging resident participation, selecting theme, ensuring flyer creation + food and beverage procurement, organizing set-up and clean-up. Welcome residents and visitors to I-House at each Coffee Night. Promote Coffee Nights to SJSU students on social media.

Computer Aide
Must have knowledge of computers, servers, networking and security. Duties include (but are not limited to): performing weekly maintenance of the computer equipment including checking the hard drives for lost or damaged files and backing up all office computers weekly; cleaning up all personal files; instructing users on how to use computers and internet; performing general hardware maintenance on computers and printers; keeping the computer and server rooms clean; and maintaining the internet connection and internal network. The computer aides must attend one monthly Friday 8 a.m. meeting with the Rotary Club’s International House Committee. Computer Aides should expect to be generally available to assist residents in case the network goes down and be proactive to suggest ways to improve the network.

Cultural Events Coordinator
Create opportunities for residents to explore local culture. Organize attendance by residents to attend local Bay Area theater productions and coordinate opportunities to visit local museums. Promote events
on social media, at group events, and person-to-person. Non-residents may be invited to participate in some opportunities. 4 hours per week hourly pay to coordinate and lead events. Coordinator’s ticket to events will be covered in lieu of hourly pay to attend events or visit museums.

Flag Aide
Responsible for daily straightening of flags across front porch balcony and changing flags regularly to represent countries of all residents, organizing and maintaining inventory of flags, and cleaning and ironing flags as needed. Communicate with San Jose Rotary International House committee members regarding maintenance, improvement, and purchase of flags, and attends Rotary Club I-House committee meetings on last Friday of each month at 8:00 a.m. Residents applying for Flag Aide are eligible to be awarded a second position in addition to Flag Aide.

Kitchen Aides
Responsible for keeping the student kitchen clean. Typical duties include (but are not limited to): emptying the trash; sweeping and mopping the floor; cleaning the oven and microwave; cleaning and organizing cupboards and refrigerators; wiping off tables, chairs, stove top, counters, and walls; and cleaning and putting away dishes as needed. At least three hours must be done Monday to Friday during office hours (10am-6pm).

Maintenance Aide
Responsible for light maintenance in the I-House on a daily and emergency basis. Typical duties include, but are not limited to, changing light bulbs, sanding and painting, hanging pictures and mirrors, making minor repairs to walls and plumbing (as capable), washing windows, and other jobs deemed appropriate. At least three hours must be done Monday through Friday during office hours (10am-6pm).

Office Aide
Qualifications: Flexible availability between 10am and 6pm, Monday through Friday. Previous office experience handling phones, filing, database entry, and/or creative project work preferred, but not required. Friendly and helpful within a diverse cross-cultural environment. Ability to maintain confidentiality and appropriately handle sensitive communications and confidential records. Strong computer skills. Experience using MS Office. Knowledge of PowerPoint, Illustrator, and/or Access desired, but not required. Takes initiative and can work independently. Ability to accurately sort and file documents. Strong oral and written communication skills. Ability to handle multiple projects and prioritize tasks. Please provide a resume/C.V. to the office or a description of relevant experience and skills. Skills assessment will be conducted.

Evening Receptionist
Evenings 6 to 11 p.m. Typical duties include, but are not limited to, answering lobby phone and taking messages, answering the door and maintaining security by making sure that guests sign in as they enter, and forwarding mail. Receptionist schedules will vary from week to week. No prior experience is required. Persons applying must be able to understand and be understood by others who speak English. Must be willing to work occasional weekend evenings.

Traditional Dress Aide
An organized and self-motivated resident is sought to maintain the Traditional Dress collection. Typical duties include: Ensuring all outfits are clean and repaired, labeled correctly and inventoried accurately on check-out spreadsheet. Adding new outfits. Checking out Traditional Dress the week before Pancake Breakfast and collecting all outfits within two days after PCB.