Position: STUDENT ASSISTANT
MESA/MSP PROGRAM

DEPARTMENT: MESA Schools Program
SALARY: $11-$12/hour to start
HOURS: 15-20 hrs/week
SUPERVISOR: Reports directly to MESA Director.
Appointment is contingent upon funding

RESUMES ACCEPTED UNTIL POSITION IS FILLED.

GENERAL NATURE OF POSITION: The SJSU MESA Center presently employs three full-time and three half-time staff. MESA Advisors (teachers) carry out activities at each individual school site assisted by the SJSU Center.

The MESA/MSP Student Assistant will assist & support the MESA Staff at the MESA Office and at school sites with general office duties and special projects.

ESSENTIAL DUTIES & RESPONSIBILITIES:
1. Support MESA Staff at the MESA Office (SJSU- Duncan Hall of Science 241)
2. Support MESA Chapters at the school sites (recruitment, materials delivery, etc)
3. Word processing & data entry.
4. Routine correspondence, filing, answering phones.
5. Copying, duplicating, printing, faxing and mailing.
6. Creating documents and fliers for events.
7. Running assorted errands on and off campus.
8. Helping, supporting, and coordinating special projects (i.e. MESA Day, Senior Recognition Event, etc)
9. Additional duties as required.

Communications & Marketing
1. Tracking and administering website information.
2. Creating and updating a Monthly Newsletter.
3. Creating traffic and use for students, teachers, parents, partners, and community on social media sites.
4. Developing and implementing creative strategies to drive visibility through website for program.

QUALIFICATIONS:
1. Education
   Must be a student properly enrolled and in good standing at either SJSU or another institution of higher learning, actively pursuing their Bachelor’s degree. Must maintain their GPA in a manner which conforms to ongoing pursuit of higher education credentials. Communications and/or Marketing major preferred.
2. Knowledge, Skills and Abilities required:
   o Must be accurate, well-organized and attentive to detail.
   o Must work well in a team or independently as needed.
   o Computer Literate (Microsoft Word/Excel/Access)
   o Good interpersonal/communication skills.
3. Complexity of Duties
   o Evening and weekend work is required.
   o Local travel is required. A valid driver’s license and access to transportation is also required.
   o Must be able to lift, carry up to 25 lbs.

APPLICATION PROCEDURE: To apply for this position, provide a current resume including a list of references (minimum three) and send to MESA PROGRAM Offices Attention: Susan Arias, MESA Office (Duncan Hall 241) email: susan.arias@sjsu.edu.