

Student Assistant - Federal Work Study

Hourly Rate: \$17.00

Responsibilities

Provide administrative and clerical support to the Department of African American Studies. Lead social media efforts to promote courses, events, and opportunities to students and organizations on campus. Demonstrate autonomous leadership, critical thinking, and willingness to learn processes in order to complete tasks and support the needs of department staff, chair, faculty, and AFAM majors.

Description of Duties

- Greeting Students and Faculty
- Act as frontline receptionist and assist department staff
- Data Entry and Filing confidential documents
- Scanning documents and re-stocking copier trays
- Posting Office signage
- Copying (i.e. books, student handouts)
- Printing out documents (for faculty and staff only)
- Social Media Management
 - Manage social media accounts Instagram, Twitter, and Facebook
 - Create content and advertise semester coursework
 - Posting monthly or bi-weekly content
 - Create content, promote, and post department updates and events (i.e. new faculty, faculty accomplishments, new office hours, etc.)
- Creating department flyers (using Canva templates)
- Stocking and Restocking Office Supplies
- Posting and Removing Flyers and Student Handouts (Bulletin boards, Shared Lounge, and doors)
- AFAM Monthly Postings on Bulletin Boards
- Post Classroom and Office Notices for Faculty (i.e. in case of course cancellation, faculty are out sick, faculty are running late)
- Cleaning copier room and conference room tables
- Keeping main office, copier room, and Shared Lounge tidy
- Schedule meetings for the Shared Lounge space using the Department Conference Room Calendar

Requirements

- Qualify for Federal Work Study
- Availability to work in-person; mornings preferred from 9AM - 1PM

Preferences

- Social Sciences majors, Ethnic Studies, or related field
- Background in marketing, graphic design, Canva, and/or Adobe programs

Contact

Send a cover letter and resume to Angela Tea at angela.tea@sjsu.edu or Travis D. Boyce at travis.boyce@sjsu.edu.