Associated Students, San Jose State University
One Washington Square
San Jose, Ca 95192-0128

Position Title: Program Assistant, Sembradores
Department: Cesar Chavez Community Action Center (CCCAC)
FLSA Status: Non-Exempt
Full/Part-Time: Part-Time
Compensation: $15.45 per hour
Reports To: CCCAC Department Manager

Click here to apply!

Associated Students Summary
Associated Students' (A.S.) mission is to support and represent the students of San José State University by continuing the organization's legacy of student advocacy and leadership; to enhance SJSU students' education through high quality programs and services; and to prepare students as they move towards a thoughtful and purposeful life after graduation.

A.S. is a non-profit auxiliary corporation serving the students of San Jose State University whose primary source of funding is from mandatory student body fees. A.S. Departments include the Cesar Chavez Community Action Center, Child Development Center, General Services Center, Human Resources, Information Technology, Events, Marketing, Print & Technology Center, Student Government, and Transportation Solutions.

Position Summary
The Cesar E. Chavez Community Action Center, a department of Associated Students, connects San Jose State University students with community service opportunities that deepen the educational experience while promoting the lifelong commitment to civic activism at the heart of the Cesar Chavez legacy.

Essential Functions
- Assist in coordinating *Sembradores*, a community-based service program that prepares SJSU students to serve as mentors to local K-5 youth at Lowell Elementary in the areas of reading.
- Assist in managing volunteer recruitment, training, scheduling, and ongoing support
- Assist in developing curriculum for *Sembradores* on a semester bases
- Serve as a liaison between the CCCAC and Lowell Elementary School communicating important information.
- Represent CCCAC to campus community (students, staff, faculty, leadership) and local community members and organizations via meetings, events, conferences, email communication, etc.; work to build reciprocal partnering relationships
- Participate in all CCCAC staff meetings and professional development sessions
- Contribute to all CCCAC special events and programs
- Work in conjunction with all CCCAC staff and Associated Students Board
- Complete tasks (e.g., errands, flyering, clerical support, research, phone calls, etc.) as assigned
- Perform other duties for CCCAC and AS as requested

Knowledge, Skills and Abilities

- Demonstrate capacity to work effectively in a diverse University environment; Ability to establish and maintain effective collaborative relationships with the CCCAC, A.S. and Student Involvement personnel
- Ability to work independently with little supervision
- Ability to follow complex written and oral instructions
- Ability to manage a project from start to finish
- Ability to present in classrooms, workshops and related events
- Excellent oral and written communication skills
- Ability to work as a team player.

Work Environment, Hours, and Physical Demands

- This job operates in an office environment and routinely uses standard office equipment.
- Must be able to operate a computer, including a keyboard and mouse, and phone.
- Must be able to occasionally lift or carry office or event products or supplies, up to 40 pounds.
- Must be available Monday through Friday from 8:00AM -5:00PM.
- Reliable and consistent work attendance and professionalism is required.

Other Duties

- This job description is not designed to cover or contain a comprehensive list of activities, duties or responsibilities that are required of the employee for this job. Activities, duties, or responsibilities may change at any time, with or without notice.

Required or Preferred Education and Experience

- Must be a current matriculated San José State University student
- Served as a volunteer of any of the K-12 service programs hosted by the CCCAC

Notes to Applicants

The person holding this position is considered a mandated reporter under the California Child Abuse and Neglect Reporting Act and is required to comply with the requirements set forth in CSU Executive Order 1083 Revised July 21, 2017 as a condition of employment.

This position may be exposed to sensitive or personal information and is required to comply with the requirements set forth by the Integrated CSU Administrative Manual 8000 series and Associated Students Information Security Standards as a condition of employment.

A background check (including a criminal records check) must be completed satisfactorily after a conditional offer of employment. Failure to satisfactorily complete the background check may affect a conditional offer of employment.

Equal Employment Statement

Associated Students provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws. A.S. provides reasonable accommodations for applicants with disabilities who self-disclose.

Applications

Applicants must submit a complete application through the Associated Students applicant tracking system, ADP. Only complete applications will be considered.

Deadline

The position will remain open until filled.