

To apply for this position, please fill out the Student Assistant Job Application.

Email application and your resume to English@sjsu.edu with the Position Title in the email's subject heading line.

Position Title: Student Assistant – First Year Writing

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Provide office support: data entry, copying, faxing, filing, preparing and/or posting flyers, creating material for bulletin boards; and other support as needed.
- Assist with collection and archiving of program data.
- Assist with processing of survey data collected to generate usable files.
- Assist with room setup and clean up for meetings and events including setup and support of technology and arranging for food.
- Schedule meetings and events.
- Distribute information to students and faculty via email and group lists.
- Prepare reports using Excel, documents using Word, and marketing material using page layout/design software.
- Assist with special projects and events as needed.
- Perform other work-related duties as assigned.

QUALIFICATIONS

1. Education/Experience

Student Assistant hire must be a matriculating SJSU student, majoring in English, Humanities, Linguistics, or Foreign Language.

2. Knowledge, Skills, Abilities required

- Dependable
- Attention to detail
- Highly organized
- Analytical
- Ability to multitask
- Team player
- Comfortable with technology
- Excellent written and verbal communication skills
- Ability to work independently with minimal supervision
- Excellent collaboration skills
- Strong skills using Microsoft Word and Excel and creating charts
- Page design/layout experience helpful
- Understanding of writing requirements at SJSU

Desired Class Level: **X Soph** **X Jr.** **MAJOR: English, Humanities, Linguistics, or Foreign Languages**

Hours per week: 5 – 10

http://www.sjsu.edu/hr/docs/wfp/forms/app_for_student_asst_workstudy.pdf