

Parent and Family Programs Student Assistant, New Student and Family Programs

Pay Rate: \$16.20 per hour (pay is subject to state and federal taxes)

Hours per week: 10 (September 2022-May 2023), 20-40 (June 2023-August 2023)

Employment Period: September 2022 - August 2023

Reporting to and receiving direction from the Parent and Family Programs Coordinator for New Student and Family Programs, the Student Assistant will assist functions to support Parent and Family programming and communication.

Duties and Responsibilities:

- *Parent and Family Program Coordination - 60%*
 - Assist with the planning of Parent/Family Weekend, Family Advisory Board meetings and other parent/family programs.
 - Assist Professional Staff with development of Parent and Family Portal content and campaigns
 - Assist the Professional Staff with confirming participation of guest speakers and panelists for Parent/Family programs and events.
 - Work closely with Professional Staff to design and implement events and orientation programs offered to new students and their parent/family members prior to the beginning of each semester and during the academic year.
- *Department Administrative Responsibilities - 30%*
 - Support New Student and Family Programs staff to answer phone calls, respond to emails, live chat, and review voicemail.
 - Support New Student and Family Programs department events and programs
 - Assist with front desk operations and welcome guests who visit the department.
 - Maintain department inventory of items in all storage rooms.
- *Other Duties as Assigned - 10%*
 - Participate and support various campus events and initiatives as requested by orientation, the Division of Student Affairs, and wider SJSU campus departments (Admitted Spartan Day, etc.)

To ensure you are available for the entire Parent and Family Programs Student Assistant commitment from now until Fall 2023, please note the following tentative program dates and keep them available:

1. 2022-2023 Academic Year Office Hours: 10 hours/week of Fall & Spring semesters
2. 2022 Parent and Family Weekend: October 7-9, 2022
3. Summer 2023 Office Hours: 20-40 hours/week (June-August 2023)
4. Spring 2023 Parent and Family Virtual Orientation: (January 2023, Dates & Times TBD)
5. Admitted Spartan Day: April 2023 (Typically the first Saturday of April)
6. Orientation Sessions: Summer 2023 (exact dates TBD)

Please note, Parent and Family Program Student Assistants cannot serve as 2023 Orientation Leaders due to overlapping time commitments.

Qualifications:

- Undergraduate student enrolled at SJSU at least part time (minimum of 6 units per semester)

- Must have a cumulative GPA of at least 2.75
- Must be in good academic and judicial standing with SJSU
- Must be able to interact, communicate, and present ideas
- Ability to work in a fast-paced environment
- Ability to manage multiple projects and remain flexible
- Ability to work independently and efficiently
- Time management and organizational skills
- Accuracy and attention to detail
- Cannot work another on campus job during the Summer 2023
- Cannot be enrolled in summer session classes at SJSU (on campus or online)

Total Compensation:

Wages

- Wages equal to \$16.20 per hour (pay is subject to state and federal taxes)
 - Sept.2022-May2022: 10 hours/week
 - June 2023-August2023: 20-40 hours/week

Housing & Meals Package

- Housing provided during the summer in one of the on campus residence halls
 - (Move-In and Move-Out dates TBD)
 - ** Housing will not be provided if our orientation programs are facilitated virtually
- Meals are provided during all in-person orientation sessions and various orientation events

Priority Registration

- Priority registration for the Spring 2023 and Fall 2023 semesters

Employee Status:

- Student Assistants are employees and representatives of SJSU and must abide by all SJSU policies
- Student Assistants follow the supervision and direction of professional staff
- Input from student assistants is valued. However, all final decisions related to program content and operation rest with New Student & Family Programs professional staff

San José State University does not discriminate on the basis of race, color, national origin, sex, disability, age or sexual orientation in the education programs or activities it conducts. We encourage applicants with diverse backgrounds, skills, ages and interests.

Individuals with disabilities needing accommodations for the interview process should request them in advance. Reasonable accommodations will be provided (e.g., sign language interpreter, reader, etc.). Contact us as soon as possible at (408) 924-5972 or mystudentis@sjsu.edu

Application Process:

- [Complete the online application \(personal information and short essay questions\)](#)
 - **DUE: Wednesday, September 14, 2022 by 11:59 PM.**
- All applications will be reviewed and screened for eligibility. Applicants selected to move on to the next round will receive an invite via email to participate in a 20-30 minute interview with New Student and Family Programs professional staff.