

**Summer Administrative Student Assistant, New Student and Family Programs**

**Pay Rate:** \$17.00 per hour (*pay is subject to state and federal taxes*)

**Hours per week:** 20-40

**Employment Period:** Monday, May 29 - Wednesday, July 26, 2023

Reporting to and receiving direction from the Administrative Support Coordinator for New Student and Family Programs, the Administrative Student Assistant will assist with administrative functions, student communication and other tasks to support Summer 2023 orientation sessions for newly admitted frosh and transfer students.

**Duties and Responsibilities:**

- *Orientation Session Support - 60%*
  - Support orientation session registration by assisting with reschedule requests
  - Support orientation session attendance including Check In, Orientation Leader rosters, and attendance reports
  - Generate name tags for registered frosh and transfer students for each session
- *Department Administrative Responsibilities - 30%*
  - Support New Student and Family Programs staff to answer phone calls, respond to emails, live chat, and review voicemail.
  - 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%*

**Mandatory Dates of Position:**

- Position Training
  - Monday, May 29 - Friday, June 2, 2023
- Transfer Orientation Sessions
  - Tuesday, June 6, 2023
  - Thursday, June 8, 2023
  - Monday, June 12, 2023
  - Wednesday, June 14, 2023
  - Friday, June 16, 2023
- Frosh Orientation Sessions
  - Monday, June 26 - Tuesday, June 17, 2023
  - Thursday, June 29 - Friday, June 30, 2023
  - Thursday, July 6 - Friday, July 7, 2023
  - Tuesday, July 11 - Wednesday, July 12, 2023
  - Friday, July 14 - Saturday, July 15, 2023
  - Tuesday, July 18, - Wednesday, July 19, 2023
- Final Banquet
  - Monday, July 24, 2023 (Optional)

*Please note, Summer Administrative Student Assistants **cannot** serve as 2023-2024 Resident Advisors 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 Summer 2023
- Cannot be enrolled in summer session classes at SJSU (on campus or online)

**Total Compensation:**

Wages

- Wages equal to \$17.00 per hour (pay is subject to state and federal taxes)
  - 20-40 hours/week

On Campus Housing Option Available

- Summer Housing in one of the on campus residence halls is able to be provided by New Student and Family Programs if you are scheduled to work a **minimum** of 30 hours per week, or full time, during the entirety of the employment period
- **Move-In:** Monday, May 29, 2023
- **Move-Out:** Wednesday, July 26, 2023
- Housing will **not** be an option if our orientation programs are facilitated virtually

*\*\*Meal Plan / Dining Dollars not included*

**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 [newspartans@sjsu.edu](mailto:newspartans@sjsu.edu)

**Application Process:**

- Complete the [online application](#)
  - 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.
  - **DUE: Sunday, April 16, 2023 at 11:59PM**
- Upon Invitation: 20-30 minute interview with professional staff

Thank you for your interest in the Summer Administrative Student Assistant position for New Student and Family Programs. If you have any questions, please contact **Bianca Aranda**, Administrative Support Coordinator, by emailing [bianca.aranda@sjsu.edu](mailto:bianca.aranda@sjsu.edu) or calling (408) 924 5996.