

Summer Administrative Student Assistant, New Student and Family Programs

Pay Rate: \$17.55 per hour (*pay is subject to state and federal taxes*)

Hours per week: 20-40

Employment Period: Wednesday, May 8 - Tuesday, August 20, 2024

(Student assistants are restricted to 20 hours per week during the academic year. Hours are eligible to be increased to 40 hours per week beginning Monday, May 27, 2024)

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 2024 orientation sessions for newly admitted frosh and transfer students and their families.

Duties and Responsibilities:

- **Orientation Session Support - 50%**
 - Support orientation session registration by assisting with registration and reschedule requests
 - Support orientation session attendance including Check In, Orientation Leader rosters, and attendance reports
 - Support orientation session functions including Late Check In, Luggage Check, Info Booth and more
 - Generate name tags for registered frosh and transfer students for each session
- **Department Administrative Responsibilities - 40%**
 - Support administrative operations by answering phone calls, responding to emails, being online on live chat, and reviewing 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%**

Summer 2024 Orientation Dates (Mandatory):

Start times during orientation sessions may vary

- Spartan Experience for Transfers (Transfer Orientation) Sessions
 - Friday, June 7, 2024
 - Tuesday, June 11, 2024
 - Thursday, June 13, 2024
 - Tuesday, June 18, 2024
 - Thursday, June 20, 2024
 - Virtual: Tuesday, June 25, 2024
 - Virtual: Friday, August 2, 2024
- Sparta Camp (Frosh Orientation) Sessions
 - Monday, July 8 - Tuesday, July 9, 2024
 - Thursday, July 11 - Friday, July 12, 2024
 - Tuesday, June 16 - Wednesday, July 17, 2024
 - Friday, June 19 - Saturday, July 20, 2024
 - Tuesday, July 23 - Wednesday, July 24, 2024
 - Tuesday, July 30 - Wednesday, July 31, 2024
 - Virtual: Friday, August 2, 2024
 - Virtual: Monday, August 5, 2024
 - Virtual: Tuesday, August 6, 2024
- Final Banquet
 - Wednesday, August 7, 2024 (Optional)

*Please note, Summer Administrative Student Assistants **cannot** serve as 2024-2025 Resident Advisors due to overlapping time commitments.*

Required Qualifications:

- Enrolled at SJSU at least part time (minimum of 6 units per semester)

- Cumulative GPA of at least 2.75
- Be in good academic and judicial standing with SJSU
- Cannot work another on campus job during Summer 2024

Preferred Qualifications:

- At least one semester of experience working on campus
- Experience in customer service, administration or office reception
- Cumulative GPA of at least 3.0
- Not enrolled in Summer 2024 courses
- Experience using Google and Microsoft applications (Google Sheets, Excel, etc.)
- Ability to work in a fast paced environment
- Ability to manage multiple projects and remain flexible
- Time management and organizational skills

Total Compensation:

- Wages
 - Wages equal to \$17.55 per hour (pay is subject to state and federal taxes)
 - 20-40 hours/week
- Meals
 - Meals may be provided during Final Training (first week of June) and during Summer 2024 Orientation sessions
- Apparel
 - Student assistants will be provided with a polo(s), name badge and other department apparel and swag

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

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 6, 2024 at 11:59PM**
- Upon Invitation: 20-30 minute interview with professional and student staff

Thank you for your interest in the Summer 2024 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 or calling (408) 924 5996.