

## Federal Work Study - Student Assistant

Hourly Rate: \$18.50

### Responsibilities

Provide administrative and clerical support to the Department of Sociology and Interdisciplinary Social Sciences. Lead social media efforts to promote courses, events, and opportunities to students and organizations on campus. Demonstrate autonomous leadership, critical thinking, and willingness to learn processes in order to complete tasks and support the needs of department staff, chair, faculty, and Sociology students.

### Description of Duties

- Act as frontline receptionist, greeting students and faculty, and assisting department staff
- Data entry and filing confidential documents
- Scanning documents and restocking copier trays
- Posting office signage
- Social media management
  - Manage social media accounts Instagram, Twitter, and Facebook
  - Create content and advertise semester coursework
  - Posting monthly or bi-weekly content
  - Create content, promote, and post department updates and events (i.e. new faculty, faculty accomplishments, new office hours, etc.)
- Creating department flyers (using Canva templates)
- Stocking and restocking office supplies
- Posting and removing Flyers and student handouts (bulletin boards, shared lounge, and doors)
- Maintain department Bulletin Boards
- Post classroom and office notices for faculty (i.e. in case of course cancellation, faculty are out sick, faculty are running late, etc.)
- Keeping main office and attached rooms tidy

### Requirements

- Qualify for Federal Work Study

- Availability to work in-person Mondays through Thursdays

**Preferences**

- Social Sciences majors, Sociology majors, or related field
- Background in marketing, graphic design, Canva, and/or Adobe programs

**Application**

- Apply here at <https://forms.gle/4eKajJvyksqg7J8W9> and email your resume, cover letter, and work study award letter to [sociology@sjsu.edu](mailto:sociology@sjsu.edu) with the subject "Work Study Student Assistant".
- Questions or need more information? Contact us at [sociology@sjsu.edu](mailto:sociology@sjsu.edu)!