Position Title
Student Assistant III; Information Technician

Employee Name

Supervisor

Does this position have any supervisory responsibilities? ☐ Yes ☒ No

If YES, please list names and titles of people this position is responsible for supervising:

Project Summary
The Student Service Operation for Success (SSOS) program at CSU, East Bay aims to increase recruitment and retention of Asian American Pacific Islander students.

A SSOS Student Information Technician will be employed. The position requires sufficient knowledge and experience on website and database design and maintenance, electronic survey, and social network competency. Approximately total 10 hour per week, and up to 10 additional hours during busy periods.

Summary of position
Under the supervision of designated coordinator for SSOS Website Project and in coordination with other supervisors, performs various front office duties.

Role/Function of the position
List the major functions of the positions with the % time base allocated to each function

% Time Base | Position Functions
--- | ---

- Independently design and maintain SSOS-AANAPISI website.
- Correspond with the SSOS Program and CSUEB IT department
- Respond to the website inquiries and maintain Q&A in timely basis
- Enter and maintain electronic data collected from the website.
- Ensure the security of personal information; Abide to SSOS IRB guidelines.
- Establish social media capacity of SSOS-AANAPISI website, which includes multimedia components.
- Maintain point award database.
- Other duties as assigned.

Minimum Qualifications of the position
Experienced in Website design and data collection
Must be attending California State University, East Bay

Degree Level
☒ High School Diploma ☐ BA/Bs ☐ Master’s Degree ☐ PhD/EdD

Degree Major
High school diploma or equivalent required

Degree Level Desired
☐ BA/Bs ☐ Master’s Degree ☐ PhD/EdD
### Desired Degree Major
Computer Science, Information Technology,

### Desired Knowledge Skills and Abilities

- *Must be currently enrolled undergraduate student or graduate student at CSU East Bay.
- *Must be in good academic standing with at least a 3.0 GPA on IT related courses.
- *Experience in web design and/or database design and/or social media application.
- *Experience working with AAPI (Asian Americans and Pacific Islanders) diverse populations.

### Core Responsibilities:

- Web page design and maintenance
- Social network competency and experience (Facebook, Twitter, YouTube, etc.)
- MS Office (Word, Excel, and PowerPoint) or Mac application
- Strong Written and Verbal Communications Skills
- Database web design and maintenance

### A Plus but not required:

- Adobe CS (Photoshop, Dreamweaver, Fireworks)
- Experience with optimizing images for web use
- Electronic survey competency and experience

---

I have read this job description and I understand all my job duties and responsibilities. I am able to perform the essential functions as outlined with or without reasonable accommodation. I understand that my job may change on a temporary or regular basis according to the needs of my location or department without it being specifically included in the job description. If I have any questions about job duties not specified on this description that I am asked to perform, I should discuss them with my immediate supervisor or a member of Human Resources.

I have discussed any questions I may have had about this job description prior to signing this form.

---

Signature of Employee ___________________________ Date __________________

Signature of Supervisor ___________________________ Date __________________

Signature of HR Director ___________________________ Date __________________