EOP ADMISSIONS STUDENT ASSISTANT

Under the general leadership of the EOP Administrative Support Assistant, Admissions Coordinator, and Office Manager, the EOP ASA will be responsible for providing support with EOP Admissions.

**Duties include, but are not limited to:**
- Addressing community agencies, schools, and individuals by serving as a resource person regarding the CSU EOP Program
- Recording, monitoring, updating, and maintaining EOP Admissions records of potential and admitted EOP applicants; providing telephone advising pertaining to EOP Admissions at CSU East Bay
- Making phone calls to high school students and community college student throughout California to complete the CSU EOP forms and to complete surveys
- Providing outreach services by assisting in on-campus presentations and occasionally working with EOP Admissions Coordinator to make off-campus presentations and/or making phone calls to prospective CSU students
- Collect and date stamp all EOP transmittals received from prospective students and Admission office
- Record, code in Admissions Database, scan to Singularity, and filing all EOP Applications and Recommendations
- Support in all mass mailing for denied and admitted students
- Create folders by performing mail merges and printing labels before filing folders in new or established filing systems for perspective and admitted EOP students.
- Create call lists by extracting student contact information from the Admissions Database and create call scripts for calls to targeted students to ensure completion of EOP applicants file
- Assist with the routine incoming/outgoing email correspondence and phone calls
- Provide status of EOP admission for prospective students and provide customer service
- Prepare all flyers, pamphlets, brochures, and other materials needed for outreach events
- Assist in the archiving of graduated and discontinued student folders
- Other duties as assigned

**Minimum Qualifications:**
- Ability to work accurately and efficiently in a fast paced environment with minimal supervision
- Ability to prioritize multiple projects simultaneously
- Experience working with computers for data entry purposes
- Possess strong communication and organizational skills and be detail oriented. General office experience desirable.
- Student service or customer service experience helpful.
- Experience working with an ethnically diverse student and staff population is desirable
- Ability to handle student records with confidentiality
- Must be organized, committed, and a self-starter

*Applicants must be available the following dates:*
August 12th - 16th, 2019 (9am-5pm) for training

EOP is an at-will employer. CSUEB Federal Work Study strongly recommended.

Hours will depend on work study allocation, but may range between 8-12 hours per week, and beginning at a rate of $13.00 per hour.

If you have any further questions regarding this position, please contact Student Equity and Success (SEAS) at seas@csueastbay.edu.