EOP OFFICE ASSISTANT

Under the general leadership of the Office Manager, the Office Assistant will be responsible for providing support to the EOP Office. The Office Assistant serves as the initial point of contact for student, parents and campus members visiting or calling the EOP office. Students will assist EOP staff in performing general office operations to include but not limited to: answering phones, filing of confidential documents, copying, assisting with departmental mass mailings, and will act as backup to support the EOP Admissions area.

Duties include, but are not limited to:

- Assist the EOP staff in meeting the daily needs of the department.
- Greet, welcome and assist students, community and campus members who visit the EOP Office.
- Answer all incoming calls on a multiple line phone, screening calls, and transferring to appropriate staff person or department.
- Retrieve messages from voice mail and return calls
- Utilize gmail and the BayAdvisor to schedule appointments for department staff
- Data Entry
- Assist with the filing of confidential documents
- Offer clerical support (copying, typing, deliveries) to the various units within EOP
- Assist with departmental mass mailings
- Assist staff with departmental projects and/or events
- Act as back-up support to the EOP Admissions area
- Other duties as assigned

Minimum Qualifications:

- A cumulative GPA of 2.0 or higher
- General office experience (customer service experience desirable)
- Outstanding communication skills (written and interpersonal)
- Experience answering phones
- Experience using Microsoft Office
- Ability to work effectively in a team oriented environment
- Ability to work accurately and efficiently in a fast paced environment with minimal supervision
- Must be organized, committed, and a self-starter

Applicants must be available the following dates:

August 12th - 16th, 2019 (9am-5pm) for training

*All student staff are required to meet every Friday from noon-1:00 pm throughout the Fall and Spring Semesters. Exceptions will only be made if you are taking a class that is required for your major and it is not offered at any other time. Otherwise, if you cannot make the meetings you will not be hired.

EOP is an at-will employer. Must be a Federal Work Study Student enrolled at CSU, East Bay.

Hours will range between 5-8 hours per week, depending on your Federal Work Study Allocation, 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.