RENAISSANCE SCHOLARS OFFICE ASSISTANT

Renaissance Assistants will provide support to Renaissance Scholars Program participants through developing and promoting activities, programs, and events that support student and program success. Renaissance Assistants will serve as a resource to Scholars by providing academic support and referrals to campus resources. Renaissance Assistants will conduct outreach to potential Scholars (k-12 and on-campus) through making calls, sending emails, assisting with tours, and attending events. Renaissance Assistants may engage in individual/group mentoring sessions and the facilitation of academic workshops and/or community service projects, as well as help plan a retreat and orientation. Assistants will support the maintenance of program social media. Renaissance Assistants will be assigned to additional projects, outreach events and/or administrative duties as needed and based on their workload.

Job Duties:

● One year commitment is required
● Attend all mandatory training sessions and meetings
● Assist in the development, implementation, and promotion of Renaissance Scholars Program events and programs
● Assist in planning of orientation sessions and overnight retreat
● Conduct outreach calls and emails to potential students
● Attend and represent the Renaissance Scholars Program at outreach events
● Document all direct contacts with Scholar mentees
● Conduct surveys and input data into database
● Provide guidance, leadership and be a role model to all Renaissance Scholars
● Provide transitional support services to Scholars such as: referrals to Student Health and Counseling Services, Student Center for Academic Achievement, and other campus resources
● Have a clear understanding of the university policies, including the University Code of Conduct and abide by them
● Support the maintenance of the program’s social media platforms
● Lead icebreaker activities and group discussions for Scholars
● Perform administrative duties, project management and other duties as assigned

Minimum Qualifications:

● Priority given to current and active Renaissance Scholars Program participants
● A cumulative GPA of 2.0 or higher
● Outstanding communication skills (written and interpersonal)
● 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
● Must be available on Fridays from 12-2pm for scheduled events

Hourly rate will be $13.00 per hour. Hours will range between 8-10 hours per week. All Renaissance Assistants are required to meet every Friday from 12:00 pm - 1:00 pm throughout the academic year. Occasional weekends will be required, along with the overnight Fall Retreat. Work-Study and participation in the Renaissance Scholars Program are preferred, but not required.

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

Renaissance Scholars is an “at-will” Employer

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