RENAISSANCE SCHOLARS STUDENT COORDINATOR

Under the general supervision of the Renaissance Scholars Program Coordinator, the Renaissance Student Coordinator will be responsible for assisting in the coordination of events and activities, providing admissions support, providing direction to the Renaissance Assistant, maintaining social media, and supporting daily needs.

Duties include, but are not limited to:

- Assist the Program Coordinator in meeting the daily needs of the department.
- Coordinate events and activities (invite speakers, reserve rooms, plan menus, facilitate ice breakers, greet students and speakers, prepare supplies, etc.)
- Update and maintain social media in accordance with university and program policies and branding
- Provide support for annual luncheon (encourage participation, monitor RSVP lists, and assist with planning, setup, and clean-up on the day of the event)
- Provide admissions support (email and call applicants and potential applicants, encourage eligible students to apply, review applications for completion, etc.)
- Coordinate student workers and their assignments, making sure assignments are completed in a timely manner.
- Assist with departmental mass mailings
- Coordinate with the appropriate staff regarding departmental projects and/or events.
- Greet, welcome and assist students, community and campus members.
- Schedule appointments for department staff.
- Other duties as assigned

Minimum Qualifications

- A cumulative GPA of 2.3 or higher
- General Office Experience (Customer service experience desirable)
- Excellent communication skills (written and interpersonal communication)
- Experience using PC (MS Office: Word, Excel, PowerPoint, Access and Publisher)
- Ability to work effectively, accurately and efficiently in a team-oriented environment with minimal supervision
- Must be organized, committed, and a self starter.
- Ability to function in an environment where multiple projects are being completed simultaneously
- Must be available on Fridays from 12-2pm for scheduled events

Time Commitment and compensation:
Position will begin Fall 2019 and will be revisited in Spring 2020 for renewal. Summer commitment will be 10 hours a week. During the academic year, commitment averages at 15 hours per week. The Renaissance Scholars Program Student Coordinator will be paid at a beginning rate of $14.50 per hour. 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