Under the general supervision of the SEAS Executive Director, the Resource Specialist will be responsible for providing support to the SEAS Resource Center. The Resource Specialist serves as the initial point of contact for student, parents and campus members visiting or calling the SEAS office. Students will assist in performing general office operations to include but not limited to: responding to in-person inquiries, answering phones, filing of confidential documents, copying, and assisting with departmental mass mailings.

Duties include, but are not limited to:

● Assist the SEAS Executive Director in meeting the daily needs of the department.
● Greet, welcome and assist students, community and campus members who visit the SEAS 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
● Data Entry
● Assist with the filing of confidential documents
● Offer clerical support (copying, typing, deliveries) to the various units within SEAS
● Assist with departmental mass mailings
● Assist staff with departmental projects and/or events
● 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 1:00 pm-2:00 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.

SEAS is an at-will employer. Federal Work Study (FWS) is not required, but students with FWS are encouraged to apply.

Hours will range between 5-10 hours per week, and begin 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.