STEM LAB Admin Learning Assistant

Under the supervision of the STEM LAB Coordinator, the Admin Learning Assistant (LA) manages the check-in desk and oversees daily STEM LAB operations. The goal of the STEM LAB LA Program is to bring peer support to students inside the classroom, and provide a connection between students and instructors. Admin LAs oversee daily usage of the STEM LAB: a community learning space where students study and receive tutoring services. Admin LAs should exhibit effective communication skills, patience, organization, confidence in initiating conversations, and the ability to connect and engage with students. LAs should be interested in becoming part of a connected community that is passionate about promoting student success.

Duties include, but are not limited to:
- Greet students and other campus staff as they enter the STEM LAB
- Check students into the STEM LAB using the Bay Advisor netID system
- Direct students to the appropriate table or Zoom breakout room
- Oversee daily LA staffing schedule and communicate shift changes to students and other staff
- Maintain the learning center space (keep tidy and clean workstations)
- Respond to STEM LAB inquiries via phone calls, emails, and in-person questions
- Direct students to appropriate campus resources
- Check out calculators and loaner equipment to students
- Maintain accurate records of loaner equipment through shared spreadsheets
- Check-in weekly with assigned LA Leader
- Participate in orientation, meetings, professional development, and workshops as directed
- Assist with office tasks, including posting fliers, making copies, laminating, and restocking supplies
- Other duties as assigned

Minimum Qualifications:
- Enrolled as a CSUEB undergraduate student for the application term (graduate students are not eligible)
- Good interpersonal communication skills
- Ability to engage students, initiate conversations, and build personal connections
- Energetic, friendly, and excited about working with students
- Passion for education equity, diversity, and inclusivity
- Developing knowledge of appropriate campus resources
- Ability to problem solve in new situations
- Good organizational and time management skills
- Detail-oriented focus on tasks and projects
- Commitment to helping students and personal development

This is a one-semester appointment for Spring 2024 only. Admin LAs will work a maximum of 10 hours per week, and begin at a rate of $16.20 per hour. The STEM LAB is an at-will employer. Federal Work Study (FWS) is preferred but not required.

As an Equal Opportunity Employer, Cal State East Bay does not discriminate on the basis of any protected categories: age, ancestry, citizenship, color, disability, gender, immigration status, marital status, national origin, race, religion, sexual orientation, or veteran's status. The University is committed to the principles of diversity in employment and to creating a stimulating learning environment for its diverse student body.

If you have any further questions regarding this position, please contact: stemlab@csueastbay.edu.