Under general supervision, the EOP Outreach and Admissions Student Assistant is responsible for providing support to the EOP Admissions and Outreach Unit. The Student Assistant serves as the initial point of contact for students, parents and campus members visiting or calling the EOP office. Students will assist EOP staff in performing general office operations.

**Duties include, but are not limited to:**
- Point of contact for community agencies, schools and prospective students and families
- Assist the EOP Admissions and Outreach Coordinator with on/off-campus presentations and/or making phone calls to prospective students
- Collect and date stamp EOP transmittals received from prospective students and Admission Office
- Record, code in Admissions Database, scan to Singularity, and filing all EOP Applications and Recommendations
- Support in mass mailing for denied and admitted students
- Create folders by performing mail merges and printing labels before filing folders in new or established filing systems for perspective and admitted EOP students
- Create call lists by extracting student contact information from the Admissions Database and create call scripts for calls to targeted students to ensure completion of EOP applicant’s file
- Assist with routine incoming/outgoing email correspondences and phone calls
- Provide status of EOP admission for prospective students and provide customer service
- Prepare flyers, pamphlets, brochures, and other materials needed for outreach events
- Assist in the archiving of graduated and discontinued student folders
- Other duties as assigned

**Minimum Qualifications:**
- Ability to work accurately and efficiently in a fast-paced environment with minimum supervision
- Ability to prioritize multiple projects simultaneously
- Experience working with computers for data entry purposes
- Possess strong communication and organizational skills and be detail oriented. General office experience is desirable. Student service or customer service experience helpful.
- Experience working with an ethnically diverse student and staff population is desirable
- Ability to handle student records with confidentiality
- Must be organized, committed, and a self-starter

**Applicants must be available the following dates:**
August 10th -14th, 2020* (9am-5pm) for training
*Note: Subject to change

**EOP is an “at-will” employer.** Federal Work Study (FWS) enrolled at CSU, East Bay is preferred/encouraged to apply. Hours will range between 15-20 hours per week, and begin at a rate of $14.50 per hour.

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

Revised 2/26/2020