Under general supervision, the Office Assistant will be responsible for providing support to the programs within the Student Equity and Success (SEAS) Center. The Office Assistant serves as the initial point of contact for students, parents and campus members visiting or calling the 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 in meeting the daily needs of the department.
- Greet, welcome and assist students, community and campus members.
- 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
- Attend training sessions and meetings
- 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

**Program Training:**
Information coming soon

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 8-10 hours per week, and begin at a rate of $15.00 per hour.

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