Under general supervision, the Program Assistant will be responsible for providing support to the Program Specialists within the Student Equity and Success unit (SEAS). The Program Assistant will serve as a resource to students and staff and work in collaboration with the SEAS program’s on creating and maintaining educational, cultural, and social programs.

**Duties include, but are not limited to:**

- One year commitment is preferred
- Have a clear understanding of and abide by all university policies, including the “University Code of Conduct”
- Attend training sessions and meetings
- Assist with the development and logistics of program or University Events (e.g., Welcome Orientations, Year-End Ceremonies, Preview Day, Welcome Day)
- Assist with recruitment, recognition, evaluation and logistics of the program (e.g., promote participation; monitor RSVP lists; assist with planning, setup, and cleanup for event )
- Assist with creation of promotional and event materials (e.g., flyers, posters, etc.)
- Assist with program social media platforms (e.g., Instagram, Facebook, TikTok, etc)
- Coordinate with the appropriate staff regarding departmental projects and/or events
- Assist with departmental mass mailings
- Assist Program Specialist with program outreach efforts
- Other duties as assigned

**Minimum Qualifications:**

- Former/current participant in one of the SEAS Programs
- A cumulative GPA of 2.5 or higher
- Outstanding communication skills (written and interpersonal)
- Experience using Microsoft Office, and Google Suites.
- Ability to work accurately and efficiently in a fast-paced environment with minimal supervision
- Prior administrative and/or customer service experience
- Commitment to student success and personal development
- Knowledge of Canva, Adobe, and social media platforms

**Program Training:**

Information coming soon

**Student Equity and Success (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 15-20 hours per week, and begin at a rate of $15.50 per hour.

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