

PROGRAM ASSISTANT

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.