Advocate

Under the general supervision, Advocate will be responsible for providing comprehensive peer support to the various students who participate in the SEAS Programs. An Advocate will serve as a resource to Transfer APASS/SEAS students by providing academic support, transitional support, and referrals to campus resources. During the academic year, Advocates may be assigned to promote program activities and workshops, delegated projects, assist with outreach events, and/or perform administrative duties based on need for support.

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
- Knowledgeable of campus resources, Transfer APASS/SEAS services, and AAPI communities with ability to refer students to appropriate campus resources/offices
- Assist in Transfer APASS, SEAS, or University Events (e.g., Welcome Orientations, Year-End Ceremonies, Preview Day, Welcome Day)
- Assist Transfer APASS/SEAS Staff in referring and recruiting students to workshops, events, services, and appointments
- Assist with individual/group academic and transitional support sessions
- Document all direct contacts with program participants
- Assist with facilitating with academic, career, socio-cultural, and/or personal development workshops
- Assignment to projects, outreach events, and/or administrative duties
- Conduct phone calls and email correspondence with current and prospective students, campus partners/departments regarding program activities
- Appropriately represent Transfer APASS and the SEAS Department at on-/off-campus and community events
- Conduct tours/presentations of the Cal State East Bay campus as well as office/program spaces and services for prospective students/families, K-12, and/or community college students
- Other duties as assigned

Minimum Qualifications

- Former/current participant in one of the SEAS Programs, preferably Transfer APASS
- A cumulative GPA of 2.5 or higher
- Outstanding communication skills (written and interpersonal)
- Prior administrative and/or customer service experience
- Experience with Microsoft Office and Google Suites

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

Transfer APASS is an at-will employer. Hours will range between 10-12 hours per week, and begin at a rate of $14.50 per hour.

If you have any further questions regarding this position, please contact Transfer Asian Pacific American Student Success (Transfer APASS) at apass@csueastbay.edu.

Updated 02/21/2020 MI