Program Assistant

Under general supervision, the SEAS Program Assistant will be responsible for providing assistance to Program Specialists.

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 marketing, recruitment, recognition, evaluation and logistics of the program (e.g., promote participation; monitor RSVP lists; assist with planning, setup, and cleanup for event)
- Coordinate with the appropriate staff regarding departmental projects and/or events
- Assist with departmental mass mailings
- Lead outreach efforts in collaboration with SEAS Ambassadors and Program Specialist
- 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

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

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 per hour.

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