OFFICE ASSISTANT

Under the general leadership of the Renaissance Scholars Program Coordinator, the Office Assistant will be responsible for providing program and coordinator support. The Office Assistant serves as the initial point of contact for students, parents, and campus members visiting or calling the program office. The Office Assistant will support program staff in performing general office operations to include but not limited to: answering phones, filing of confidential documents, copying, and assisting with departmental mass mailings. Assistants will support the maintenance of program social media. Assistants will be assigned to additional projects, outreach events and/or administrative duties as needed and based on their workload.

**Job Duties:**
- One year commitment is required
- Assist the Renaissance Scholars staff in meeting the daily needs of the department.
- Answer, screen, and transfer calls to appropriate staff person or department. Retrieve messages from voice mail and return calls.
- Greet, welcome and assist students, community and campus members who visit the office.
- Assist with mass mailings and offer clerical support (copying, typing, deliveries)
- Assist staff with departmental projects and/or events including orientation sessions and overnight retreat
- Provide outreach assistance by making presentations and calling/emailing potential students
- Attend and represent the Renaissance Scholars Program at outreach events
- Support social media marketing by developing posts & following posting timelines
- Conduct and input data into database
- Have a clear understanding of the university policies, including the University Code of Conduct and abide by them
- Lead icebreaker activities and group discussions
- Other duties as assigned

**Minimum Qualifications:**
- Priority given to current and active Renaissance Scholars Program participants
- A cumulative GPA of 2.0 or higher
- Outstanding communication skills (written and interpersonal)
- 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

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

Renaissance Scholars is an “at-will” Employer. Federal Work Study students enrolled at CSU, East Bay are preferred/encouraged to apply. Hours will range between 10-15 hours per week, and beginning at a rate of $14.00 per hour. Occasional weekends will be required, along with the overnight Fall Retreat.

If you have any further questions regarding this position, please contact the Renaissance Scholar Program at renaissance@csueastbay.edu