



California State University, East Bay
Planning and Enrollment Management/Financial Aid

ON-CAMPUS JOB LISTING
FY 2015-2016

DEPARTMENT: _ STUDENT LIFE & LEADERSHIP

DEPTID: 14850

LOCATION: NEW UNIVERSITY UNION, RM. 2011

CONTACT PERSON: Patrick Prusinovski

TELEPHONE: 510-885-7660

JOB TITLE: Student Engagement Intern/Assistant

SALARY RANGE: \$9/HR

EMAIL: patrick.prusinovski@csueastbay.edu

DATE JOB(S) AVAILABLE: Immediately

JOB DESCRIPTION (*Please include purpose of the job, duties, and responsibilities*):

Student Life and Leadership is a multi-faceted office in the Division of Student Affairs. Our office is responsible for the recognition of student clubs and organizations, coordinating reservations and planning student-sponsored programs and events and coordinates new student orientations. The Student Engagement Assistant will primarily work with the Student Engagement Coordinator, to assist with major leadership event planning, representing Student Life on committees, publicizing programs to organizations and the campus community, social media, event coordination and implementation, data entry, ensuring updates are made to the Student Life website, and weekly meetings with the Advisor. The Student Engagement Intern/Assistant should be a positive role model to other students.

The Student Engagement Intern/Assistant must be available for the following events (some dates still to be determined):

Al Fresco	Wednesday, September 30, 2015
Make a Difference Day	October 24th, 2014
Fall Leadership Conference	November 6th and 7th, 2014
Club and Organization Recognition and Renewal Workshops	Fall quarter TBD
Leadership Symposium	Spring quarter TBD
SOLAR Awards	June 2nd, 2016

DESIRABLE QUALIFICATIONS:

Work independently or with general supervision; ability to work with interruptions in a detail-oriented office environment; strong communication as well as organizational skills; punctuality and dependability a must.

SPECIAL INSTRUCTIONS / TRAINING REQUIREMENTS (if any) / DIRECTIONS

General knowledge of the campus, prefer one-year experience performing general office duties (i.e., customer service, data entry), knowledge of word-processing, database programs (Word, Access and Excel); web-based programs (e-mail, Internet). Experience with event coordination is also required. **Work study students preferred.**

APPLICATION INSTRUCTIONS:*Please submit a cover letter and resume to be considered for this position to patrick.prusinovski@csueastbay.edu. Preference is to complete the application on Pioneer Jobs. Interviews will be scheduled with those who meet qualifications once all materials are received.*

Job Listing