

JOB OPPORTUNITY

College Life Student Assistant

Various Shifts

"I learned so much during my time at the Office of College Life and I highly recommend this position to anyone who is looking to improve their organizational skills and communication skills. You get to work with amazing people who value your growth here at De Anza College. Over the past year, I've had the opportunity to interact with students, teachers, and staff members of De Anza and it is honestly fun and fulfilling to talk to so many different people from all walks of life. This role has definitely made my time here at De Anza more enjoyable and productive as I am able to contribute when I help out at events organized by DASB and ICC. If you're a go-getter who is interested to improve your skills and get involved on campus, this is the role for you!" – Alyssa Ung

Job Title: College Life Student Assistant - Student Employee position; See below for eligibility requirements.

Duties:

Under the supervision of the College Life Office Coordinator:

- Provide clerical support
- Answer phones and take messages
- Produce DASB Cards (Student Photo IDs), Employee ID Badges, and other ID Cards
- Produce SmartPass Clipper Cards
- Assist with questions regarding the DASB Senate, Inter Club Council (ICC), clubs, Photo IDs, SmartPass, and DASB Bike Program
- Assist with college information
- Assist with facility reservations for club and DASB Senate meetings and special events
- Schedule Legal Advice appointments
- Process DASB Bicycle Program requests and returns
- Send out reminders for bicycle pick-up and return
- Update Bicycle Program forms
- Manage Bicycle Corral Rentals
- Schedule Dining Room Informational Tables
- Maintain Events Calendar
- Checkout Equipment and Maintain Equipment Reservation Calendar
- Computer data entry
- Posting Flyers
- Assist in creating and producing brochures, flyers, signs, and bulletin boards
- Assist with special events (i.e. Welcome Week, DASB Elections, etc.)
- Maintain the cleanliness of the office
- Assist with Various Flea Market Office Tasks
- Other duties as assigned

Qualifications:

- Ability to work cooperatively with diverse students, staff and community representing all groups and special interests
- Understanding of, sensitivity to, and respect for the diverse academic, socioeconomic, cultural, sexual orientation, disability, and ethnic background of community college students
- English usage/understanding, vocabulary, grammar, spelling, and punctuation (Listening/Aural, Speaking/Oral/Verbal, Reading and Writing)
- Ability to communicate effectively both verbally and in writing
- Ability to work independently on assignments
- Knowledge of office practices (Prior office experience helpful)
- Detail oriented
- Ability to Multitask
- Patience
- Proficient and Fast Typing/Keyboarding Ability
- Ability to use computers and software for word processing & spreadsheets (Microsoft Word and Excel)
- Ability to use computers and software for graphic design (Microsoft Publisher, Adobe Photoshop, InDesign, and Illustrator)
- May not be a current member of the DASB Senate, ICC Officer, Club Officer/ICC Rep, or Student Trustee

Hours: Maximum 19 hours per week.

The office is open Monday – Thursday 9:00 am – 5:00 pm and Friday 9:00 am – 4:30 pm (summer quarter hours vary)

Must be available to work EVERY DAY Monday – Friday for a few hours each day.

Student Employee Position Eligibility Requirements:

1. Must be enrolled in and maintain 12 units or more at De Anza College
2. Must have a 2.0 or higher cumulative and quarterly GPA
3. Cannot work more than 19 hours per week total for all on campus jobs
4. Should have attempted no more than around 90 units at De Anza and Foothill Colleges
(students can no longer be student employees once they have reached 180 attempted units at both De Anza and Foothill colleges)

Salary: \$17.00 per hour

Deadline: Open until filled

Date of Posting: July 6, 2020

Start Date: ASAP

Applications are available online at www.deanza.edu/collegelife/jobs.html

Completed applications must be submitted online

Also submit any examples of your Graphic Design work to Dennis Shannakian (ShannakianDennis@fhda.edu)

Information about the De Anza Office of College Life can be found on our web site at www.deanza.edu/collegelife