



NOW HIRING!!

Center for Student Life and Leadership Development

Job Description

Title: Student Assistant (club assistance focus), 1 position available.

Department: Center for Student Life and Leadership Development, 5-354

Reports to: Victoria Worch, Coordinator of Student Activities

Job summary

We are seeking a dependable, responsible, and customer oriented student employee to assist with general office duties.

Summary of essential job functions:

- Coordinate student club and organizations paperwork and meeting times.
- Assist with ASCC events, end of the year club awards and College Commencement.
- Complete monthly activities calendar and end of the year report.
- Perform basic office tasks: photocopying, answering phones, email, filing, data entry, and faxing.
- Develop various forms of correspondence (e.g. memos, letters, flyers, etc.)
- Schedule vendor reservations.
- Maintain housing board.
- Post flyers and banners and also take down old flyers and posters.
- Take Student ID pictures when needed.
- All other duties as assigned.

Minimum requirements

- Knowledge of Microsoft Office programs (Word, Excel, Publisher, Power Point, etc)
- Outstanding organization and time management skills
- Excellent typing and note taking skills
- High attention to detail
- Ability to work independently while being a team player
- Great personality
- Strong work ethic
- Can carry up to 60 pounds.

Hourly Wage: The position pays \$8.50 per hour. 15 hours a week.

Start date: Monday, February 4, 2013. Hired by semester.

Requirements due by Wed. Jan. 23, 5pm:

1) Complete Job Application, attach Resume and copy of Student Educational Plan (SEP) Return to our office in Building 5 rm 354 by Wed. Jan. 30, 5pm. You can also email your documents to Victoria Worch, worchv@smccd.edu. If hired, you will have to show SSN card and photo ID.

2) Must have completed 6 units at Cañada College and be currently enrolled in 6 units at Cañada College and carry at 2.0 GPA throughout the term of employment and have an updated Student Educational Plan on file.

3) Start February 11, must be able to work Mondays and Wednesdays 9am-4:30pm and anytime on Thursdays.

Center for Student Life and Leadership Development Job Application

Date _____ Position applying for: Student Assistant (club assistance focus)

Please Print Clearly!

Full Legal Name _____

Address _____ City _____ Zip _____

Date of Birth _____ Cell Phone _____

Student Number GOO Current Major/Academic Interest _____

E-mail Address (print with large, clear characters): _____

Please check if you are a member of: MESA _____ TRIO _____ EOPS _____ Phi Theta Kappa _____ OTHER: _____

Employment/Volunteer History

Name of Company: _____

Title: _____ Period of time of work/volunteer _____

Duties: _____

Reason for leaving: _____

Paid ___ Volunteered ___ Supervisor name: _____ Phone: _____

Name of Company: _____

Title: _____ Period of time of work/volunteer _____

Duties: _____

Reason for leaving: _____

Paid ___ Volunteered ___ Supervisor name: _____ Phone: _____

Education History

College	Current # Units:	# units Completed:	Graduation date:
High School	Graduation date:		
Other			

Reference

Name	Phone	How long have you known them

Spring Semester 2013

Are you able to work on Mondays from 9am-4:30pm? Yes No

What hours are you available on Mondays:

Are you able to work on Wednesdays from 9am-4:30pm? Yes No

What hours are you available on Wednesdays:

Are you able to work on Thursdays anytime between 9am-3pm? Yes No Hours: _____