

TITLE: Osher Adult Reentry Center Student Assistant

CLASSIFICATION: Student Assistant

WAGE RANGE: \$17.00 per hour, 10-15 hours per week

DEPARTMENT: Santos Manuel Student Union Osher Adult Re-Entry Center

The Osher Adult Re-Entry Center (OARC) provides resources for adult re-entry students (students who have a gap at some time in their college education) to help make the most of their college experiences, including scholarships such as the Osher Re-Entry Scholarship and Crankstart Re-Entry Scholarship, specifically for eligible adult re-entry students. We strive to serve as a bridge for adult re-entry students who often are also transfer students, and/or parenting students.

JOB DESCRIPTION

- The OARC student assistant will be responsible to create programs of interest to and applicable to our campus adult re-entry students, such as programs that promote academic and professional growth and success, family-oriented programs, and programs that cultivate community and belonging, in line with the center's goals and mission.
- Under the supervision of the pro-staff supervisor, the program assistant will have the following specific and on-going duties and skills:
- Able to work both in a team setting and on an individual basis with little to no supervision
- Assist with the day-to-day operations
- Assist with promotion of programs by tabling, posting flyers, etc.
- Assist with social media platform e.g. Instagram, Facebook, Twitter, etc.
- Attend team meetings
- Communicate effectively both verbally and written
- Creating new innovative activities, events, and programs to help achieve the center's mission
- Customer Service
- Quick learner, detail oriented, multi-tasker, and able to meet deadlines
- Other duties as assigned
- Adult re-entry students are encouraged to apply

EDUCATION:

- Must be currently enrolled **at least half-time** at CSUSB (6 units per semester for undergraduate, 3 units per semester for graduate)
- Minimum 2.0 cumulative GPA required at the time of hire and throughout duration of employment