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.


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**

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<th>Name of Company</th>
<th>Period of time of work/volunteer</th>
<th>Duties</th>
<th>Reason for leaving</th>
<th>Paid</th>
<th>Volunteered</th>
<th>Supervisor name</th>
<th>Phone</th>
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**Education History**

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<th># units Completed:</th>
<th>Graduation date:</th>
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**Reference**

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<th>How long have you known them</th>
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**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: ____________________________