



Umoja-UBAKA Student Success Community
Student Assistant Student Assistant
JOB ANNOUNCEMENT
PAY: \$16.50 HOUR

Job Description Summary:

Student Assistant needed for support in the Umoja UBAKA Student Success Community for up to 20 hours a week **during primary semesters** and up to 40 hours during school breaks. Daily work hours are flexible, typically between 8:30 a.m. – 4:30 p.m., Monday through Friday.

Description:

This position requires students to work independently and as part of a team. Student Assistants have opportunities to **exercise** leadership abilities, refine customer service and public speaking skills. Those who can “hit the ground running” are most strongly encouraged to apply.

Minimum Qualifications:

- **Enrolled at a least half-time student status (min 6 units)**
- 2.0 G.P.A. or above
- Reliable, responsible, and attentive to detail
- Strong communication skills
- Positive, pleasant, and professional demeanor
- Works well with the diverse populations found among the Laney Student Bodies
- Eligible for work-study

Desired Qualifications:

- Past or current Umoja student preferred (but not mandatory)
- Proficient computer and basic software skills (Microsoft **Suites**)
- Social Media management skills

- Experience with WordPress (upkeep of the Umoja-UBAKA website)
- Experience with electronic calendars/scheduling
- Excellent written and interpersonal communication skills
- Organizational skills
- Customer service skills
- Knowledge of the support resources available to Umoja/ Laney students
- Previous clerical experience in an office setting is plus*
- Experience with basic graphic designing (creating program flyers & Newsletters) is a plus

Responsibilities:

- Welcome visitors by greeting, and directing them appropriately
- Answer phones and Umoja emails
- Work effectively with Umoja staff, students, and administrators
- Provide information and support to current and prospective Umoja students
- Maintain strict confidentiality of students' and staff sensitive information
- Contributes to team effort by accomplishing related results, as needed
- Help maintain the upkeep of the office
- Assist with inventory of supplies

Please fill out application: <https://peraltaccd.peopleadmin.com/postings/2095>

Print completed application with confirmation number and bring **it with you** to your interview.