

SMI STUDENT OFFICE ASSISTANT PART-TIME POSITION

Job Description:

- Acts as a receptionist for the California Teach – Science and Mathematics Initiative (SMI).
- Greets visitors, students, and faculty to the SMI Resource Center.
- Answers general information questions concerning program.
- Maintains bulletin boards, maintains SMI resource library and instructional resource materials.
- Initiates follows-up with students on materials that are past due.
- Maintains supply of copier paper and other resource materials for the Center.
- Maintain office supply inventory.
- Maintains confidential information, including updating student database.
- Conduct interviews to prepare feature articles for online postings (i.e. website, newsletter, social media).
- Maintain SMI social media to promote, recruit for SMI and promote its various activities (i.e. Facebook).
- Responsible for clerical and office duties, which may include but not limited to: data entry, typing, filing, running errands, photocopying, answering phones calls, creating office documents, and other duties as assigned.
- Maintain Student Assistance Communication log books and procedure handbooks.
- Meet multiple, competition project deadlines.

Qualifications:

- Active SMI student participant
- Skill in operating a personal computer and typing skills to accurately input data and correspondence.
- Knowledge of filing systems.
- Possess the ability to communicate and answer general questions regarding the campus and the SMI Program.

Academic Requirements:

- Good academic standing
- Current matriculated UCR-CNAS or BCOE student
- Demonstrate commitment and progress in the SMI pathway.

Hours per Week: 8 to 14 hours

Hourly rate: \$14

JOB PERFORMANCE EXPECTATIONS:

- Complete timesheets, reports, and assigned tasks by scheduled deadlines.
- Take initiative and complete tasks without being told to.