



**FEDERAL WORK STUDY
ON-CAMPUS EMPLOYMENT
2018-2019 AWARD YEAR**

1. Name of the position:
Student Administrative Aide
2. Supervisor and department name:
Sharon Dayal, Student Life & Leadership Center
3. Contact number:
916-691-7737 or 916-691-7315
4. Location/room number:
Technology building/108
5. Number of positions available:
3
6. Please describe the job duties:
Greet and provides information to campus and community members; perform general office duties including but not limited to processing club charters, answering questions, and forwarding messages; answer phones, update office files, separate and distribute mail; maintain supplies inventory and assist with the supplies check-out process; create and staff information/promotional tables about student life activities, post and remove flyers around campus, update and create posters for upcoming events and keep the cases clean; assist with special projects related to the Student Life and Leadership Center sponsored events; may involve moving/lifting heavy objects as well as bending/kneeling/stooping; serve on campus and district committees.
7. Any specific job requirements or skills preferred (e.g. computer, filing, GPA, coursework):
Have and maintain a minimum 2.0 GPA; great communication skills (both written and verbal form), be creative, proficient in Microsoft software, team player, demonstrates excellent customer service skills; pays close attention to detail; be open to a flexible work schedule.
8. List days/hours needed, unless it's flexible:
Click here to enter text.
Please submit the application to the Student Life & Leadership Center department via: Email: DayalS@crc.losrios.edu