

Student Assistant Opening for

Anthropology/History/Human Development/Political Science Departments at SSU!

Job Title: Student Assistant

Employer: Sonoma State University, School of Social Sciences

Office/Departments: ANTH/HIST/HD/POLS Departments

Location: Stevenson Hall 2070

Length of Employment: Temporary - August 20-November 20, 2018

Part-time: 10-13 hours per week (Monday thru Thursday between 8:30am-4:30pm)

Job Wage Rate: \$11.00 per hour

Start Date: August 20, 2018 (Start of the Fall 2018 Semester)

Required Qualifications/Criteria

Must be currently enrolled as a Sonoma State student.

Excellent communication and customer service skills.

Professional, courteous, good organizational skills, attention to detail, and discreet with sensitive materials.

Job Description

Assist with basic administrative functions of an office.

Must have good communication and organizational skills.

Deliver and collect documents on campus as needed.

Work cooperatively with staff, faculty, students, and the general public.

Working with confidential information, filing, photocopying, typing, data entry, and maintain/stocking office supplies.

Excellent customer service skills including: answering telephone, taking messages, greeting, assisting students, and other visitors as they enter the reception area.

Assure that the reception areas are in order including: maintaining and restocking handouts, office supplies, preparing and/or hanging flyers/signs, and other support as needed.

Other duties as assigned.

Knowledge and Abilities

Excellent customer service skills.

The ability to learn and perform assigned work & accept responsibility.

Attention to detail.

Microsoft Outlook, Word & Excel.

To Apply: Please email jill.siliznoff@sonoma.edu with your [SSU Application for Student Employment](#) and resume **by Monday, May 7th, 2018.**

SSU Application for Student Employment:

http://www.sonoma.edu/campusrec/docs/employment/application_for_student_employment_2016.pdf