Student Assistant Job Descriptions

General Qualifications

- In good standing at Chabot College with regard to academics, conduct, administrative holds, etc.
- Must be a full time student, enrolled in at least 6 units
- Be knowledgeable about campus resources and departments
- Strong interpersonal and customer service skills, particularly in working with diverse populations
- Must be punctual, organized, detail oriented, and self-motivated
- Able to work in dynamic, fast-paced environment
- Adaptable with good problem solving skills
- Federal Work Study accepted

Specific Duties

- **Public Relations Assistant (1 opening)**
  - 10-18 hrs/wk, $9.50/hr
  - Some experience with public relations and/or marketing including but not limited to graphic design, social media, and/or photography
  - Strong writing and communication skills
  - Answer general questions about Student Life services, resources, policies, and procedures including but not limited to Student Life, Student Senate of Chabot College, InterClub Council, and student organizations
  - Do quick review of all Student Life forms and other paperwork submitted to the Student Life office
  - Answer general questions about Chabot College resources
  - Various clerical and administrative tasks including answering phones, taking messages, filing, copying, etc.
  - Assist guests with obtaining and properly completing department forms and paperwork
  - Assist with organizing and supporting special events hosted by the Student Life office
  - Other duties as assigned

- **Office Assistant (2 openings)**
  - 10-18 hrs/wk, $9.00/hr
  - Answer general questions about Student Life services, resources, policies, and procedures including but not limited to Student Life, Student Senate of Chabot College, InterClub Council, and student organizations
  - Do quick review of all Student Life forms and other paperwork submitted to the Student Life office
Answer general questions about Chabot College resources
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**Flea Market Assistant (2 openings)**
- $9.00/hr, 1 Saturday per month, 5:30am-1:30pm (8hrs)
- Support vendor check-in
- Handling money and keeping receipts/financial records
- Review Chabot Flea Market paperwork from vendors
- Some lifting may be involved, up to 40 lbs
- Multilingual Skills (Spanish, Mandarin, Japanese, Tagalog, etc) a plus

**Application Instructions**

Submit the following materials to Student Life office via paper copy to Building 2300, room 2355 or via email to arnoldp@chabotcollege.edu:

- Resume
- Cover letter
  - Please submit multiple cover letters if applying for multiple positions
  - Please indicate if you are eligible for Federal Work Study
- Weekly schedule showing available hours
- Deadline for priority first screening is **Monday Sept 22nd at 5:00pm**.