Upward Bound (UB)
UB Administrative Student Assistant Position

General Information:

Provide pre-college advisement to high school students participating in the Upward Bound program. Upward Bound is a federally funded TRiO program that seeks to increase the number of first generation and low-income students that successfully enroll in post secondary institutions.

Duties:
• Under the supervision of the administrative assistant and project director, provide clerical support to the Upward Bound program
• Assist in the daily tasks, including but not limited to; typing and distributing correspondence, answering the phone and directing calls, filing, copying, data entry, translation of documents from English to Spanish, prepare bulk mailings, compile data and retrieve reports
• Assist staff in preparation for activities and workshops

Qualifications:
• Must be a current student, sophomore and/or junior, in good academic standing
• Knowledge of commonly used Microsoft (MS) software
• Knowledge of basic office procedures and the operation of office machines (i.e. fax and copier)
• Able to establish positive working relationships with staff and student assistants
• Must have excellent oral and written communication skills
• Must be able to manage multiple projects at one time
• Must be proactive, maintain confidentiality, reliable, responsible, self-directed, and detail oriented
• Bilingual skills preferred (English – Spanish)
• Must be friendly, punctual, professional, and a quick learner.
• Must be able to attend mandatory trainings once a month on Friday afternoons
• Must be able to work at least four consecutive hours at a time and commit to full academic year August 2014 – May 2015.

Required documentation upon hiring

• Two letters of recommendation (form will be provided),
• Fall class schedule,
• Live scan, and
• Tuberculosis (TB) tested

Purpose:
The mission of Upward Bound is to promote access to higher education by providing guidance and support to first generation and/or low income students. UB serves approximately 65 parents and students in the San Fernando Valley.

Classification: III

Wage: $9.14 - $12.79

Hours: Fall/Spring 12-15 hr. Prefer students that have 2-3 full days during the week. Must be able to work at least four consecutive hours at a time and commit to full academic year August 2014 – May 2015

To Apply:

Please submit an employment application, resume, and unofficial transcript. Job applications are available in the Department of Student Outreach and Recruitment Services located in Bayramian Hall, Room 190. For additional information, please contact the UB office at (818) 677-2515.