UNIVERSITY STUDENT UNION
CALIFORNIA STATE UNIVERSITY, NORTH RIDGE
STUDENT ASSISTANT EMPLOYEE JOB DESCRIPTION

DESCRIPTION:
Under the supervision of the Assistant Director for Resource Centers and the Advisory Board of the Black Male Scholars (BMS) Program, the Student Assistant for Retention Initiatives has responsibility for administering the day to day operations of the BMS programming efforts. The BMS program aims is to foster student engagement, develop a sense of belonging, and increase matriculation for African American/Black male students through a focus on community building, academic skill development, leadership, and overall well-being. The Student Assistant will learn more specifically about advising student groups, facilitating student development, program coordination, assessment, marketing, and student persistence and retention practices.

JOB DUTIES:

• Responsible for developing, planning and implementing BMS workshops as outlined in program overview.
• Responsible for the preparation of program logistics prior to program events; responsible for managing the execution of logistics on the day of event (ordering necessary materials, reserving rooms, leading setup and cleanup teams, etc.).
• Assessing and evaluating BMS member experiences and student success strategies that may contribute to retention and persistence to graduation.
• Responsible for managing the creation of marketing materials for promotion of program events (i.e., flyers, posters, etc.).
• Meeting with BMS group members individually as needed to provide one-on-one mentoring and guidance.
• Serving as a liaison between BMS student members and staff advisors, and establishing collaborative relationships with campus and community stakeholders.
• Preparing any documents/materials as necessary.
• Maintaining updated BMS student members contact list.
• Sending out weekly announcements, reports, resources and additional information that would be beneficial to BMS members.
• Conducting research on scholarships, academic success resources, and other services that would be beneficial for the academic success of BMS members.
• Performs a variety of general office duties, including answering phones, preparing correspondence, filing, sending faxes, etc.
• Responsible for attending all program events and managing of Scholars during program events (i.e., check-in, assistance with task assignments, etc.).
• Performs other related duties as assigned.

QUALIFICATIONS:

EDUCATION:
Must be currently enrolled as a fulltime student at California State University, Northridge. Graduate Student preferred with program emphasis in Counseling, Educational Administration, Psychology or Sociology.

EXPERIENCE:
Minimum one-year experience in a position that demonstrates the applicant has the skills necessary to perform the typical duties of the position.

KNOWLEDGE AND ABILITIES

• Knowledge of student development/social work/counseling or related program theory; ability to apply counseling skills
• Knowledge of and ability to effectively use computer applications including Word, Excel, and PowerPoint
• Ability to plan and coordinate events
• Ability to delegate and monitor the performance of student volunteers
• Ability to build the confidence of and gain cooperation from group members
• Ability to develop and maintain effective systems of organization
• Ability to effectively communicate thoughts and ideas in writing using standard principles of composition, as well as accurate spelling, punctuation and grammar
• Ability to both administer and follow verbal and written instructions
• Ability to work independently without close supervision
• Ability to work with and advise others in a team environment
• Ability to work under pressure and adhere to strict deadlines
• Ability to pay close attention to detail
• Ability to work effectively in a multicultural environment

SUPERVISION:
This position reports to the Assistant Director, Resource Centers for the University Student Union.

TYPICAL WORKING CONDITIONS:
Work is generally performed in a temperature controlled office environment though some work may be performed out of doors in inclement weather conditions; ability to work effectively under pressure; public contact required.

APPLICATION PROCEDURE:
Applications from qualified Work Study Students are encouraged.

Applicants for this position who submit a cover letter and resume in addition to the application will receive priority consideration.

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