

Educational Talent Search (ETS)
ETS Administrative Student Assistant Position
(On Campus Position)

Purpose:

The Educational Talent Search program is a federally funded TRIO programs sponsored by California State University, Northridge. The mission of Educational Talent Search (ETS) is to change the lives of first generation low-income students by promoting access to higher education. ETS serves over 1,200 parents and students in the San Fernando Valley.

Duties:

- Under the supervision of the administrative assistant and project director, provide clerical support to the Talent Search 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 for up to 1,200 participants
- Assist, up to seven professional ETS staff, in preparation for activities and workshops; and
- Perform other duties as assigned to achieve project goals and objectives

Qualifications:

- Must be a current student, sophomore - graduate student in good academic standing with a minimum 2.5 GPA;
- 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 TRIO & SOAR staff;
- 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, follow detailed instructions, and detail oriented;

- Bilingual skills preferred (English – Spanish);
- Must be professional, punctual, and a quick learner;
- Must attend mandatory trainings once a month on Friday afternoons;
- Must be able to work a minimum of at least four consecutive hours at a time and commit to full academic year August – May;
- Physical Demands: Ability to bend; carry, lift, push and pull up to 20 lbs.

Required documentation upon hiring:

- Live scan,
- Background check; and
- Tuberculosis (TB) tested

Wage: Starting salary \$15.00 hr.

Hours: Fall/Spring, 12-15 hr. Prefer students that have 2-3 full days during the week between the hours of 8am - 5pm. Must be able to work a minimum of four consecutive hours at a time and commit to full academic year August – May.

To Apply:

Please submit an employment application, resume, class schedule, unofficial transcripts, and a copy of your financial aid award. Job applications are available in the TRIO office located in Sierra Hall 422 or at <http://www.csun.edu/outreach/student-employment>. For additional information, visit www.csun.edu/trio, or please contact the Talent Search office at (818) 677-4550 or email talentsearch@csun.edu.