



Educational Opportunity Programs, Outreach & Success

POSITION: Recruitment Assistant/Student Worker

DEPARTMENT: EOP, Outreach & Success, SDSU

UNIT: Outreach Recruitment & Admissions

DURATION: Fall 2023 and Spring 2024 semester depending on funds

RATE OF PAY: \$15.50 an hour

SCHEDULE: Varies depending on position and work availability; 15-20 hours per week. Some weekends and evenings may be required.

ABOUT EOP

The Office of EOP, Outreach & Success (EOPOS) at San Diego State University seeks to educate, empower, and motivate students and their loved ones from historically underserved and underrepresented communities by providing innovative recruitment, transitional and retention services to attain a university degree. EOPOS is a student support program within the Division of Student Affairs and Campus Diversity whose mission is to work proactively to address systemic inequities through professional learning, community building, advocacy, policy recommendations and organizational structures, while facilitating an integrated vision and shared responsibility for prioritizing and advancing institutional goals. We aim to foster an affirming campus culture based on the core values of excellence, equity, diversity, belonging and inclusion.

JOB DUTIES:

The Outreach Recruitment and Admissions (ORA) Student Assistant is responsible for assisting the ORA team in day-to-day operations by:

- Answering phone calls and emails
- Project coordination
- Coordinating and leading campus excursions
- Presenting to current and prospective students
- Managing social media platforms
- Other duties as assigned.

The student assistant will also be interacting with the EOP staff, community partners, and middle school, high school, and community college students.

APPLICANT QUALIFICATIONS:

- Sophomore or Junior in good academic standing
- Current EOP student
- Bilingual: **Spanish and English** (preferred)
- Sensitive and receptive to working with historically low-income, educationally disadvantaged populations
- Ability to work in a diverse (i.e. ethnicity, race, sexual orientation, religious, socioeconomic

- background, age) and fast-moving work environment
- Excellent communication and problem-solving skills
- Follow and complete a variety of tasks in a timely manner with minimal supervision
- Ability to multitask and prioritize duties and responsibilities
- Detail-oriented, punctual, dependable; flexible, and adaptable to changes in physical settings and work assignments
- Available to work 15 to 20 hours/three days per week with occasional weekends or evenings duties
- Public speaking skills, clerical support experience, and excellent phone etiquette
- MS Office skills including, Powerpoint, Word, and Excel
- Federal Work-Study recipient preferred
- Attention to personal grooming and proper office attire

HOW TO APPLY:

- Go to <https://sacd.sdsu.edu/eop/resources/forms-and-applications>
- Select “**Student Employment**”
- Fill out the application, check the “**Outreach and Recruitment S.A**”
- Submit the Student Employment application with a **cover letter and resume** to the EOP office located in **SSE-2109. Attn: Andrew Mertig**
- You may also submit these documents in the electronic form to: ***amertig@sdsu.edu***