Federal Work-Study Position Available

Hiring Department: Office of Multicultural Services

Desired Start Date: August 29, 2011

Employment Hours: Between 8:00am and 5pm with occasional evening and weekends

Job Position Title: Student Office Worker

Job Description & Duties: Candidate should be able to assist with:

- General office duties—receptionist, typing documents, data entering, creating brochures, and fliers, filing, photocopying, collating, stuffing envelopes.
- Program or workshop coordination—assisting with publicity, posting of fliers, outreach, gathering needed supplies, set-up, take-down. Assist in supporting cultural clubs and first generation programs.
- Research support—evaluation data input, assist in identifying sources of scholarships, fellowships, and leadership opportunities for students.

Supervisor’s Name: Daniel Loera

Supervisor’s Contact Info: 909.593.3511 Ext. 4253