



## TRIO Programs

### Student Job Description

2800 N Beale Rd | Room 302 | Marysville, CA 95901

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- Position Title:** Student Office Assistant
- Job Location:** Yuba College – Marysville or Sutter County Campus
- Job Type:** Part-Time (Maximum 20 hours)
- Job Description:** Student Office Assistant will provide office and clerical support to assist with the efficient operation of the TRIO Programs. To accomplish these tasks, the Student Office Assistant works closely with the Administrative Secretary and staff.
- Responsibilities:** Under the supervision of the Administrative Secretary perform the following:
- Answer phones, make student appointments, create new student files, and file documents accordingly.
  - Use copy machines and make copies of flyers and other documents.
  - Create flyers, post flyers around campus and maintain all current events on social media sites.
  - Assist with department events; assist in creating handouts for orientation, flyers and invitations for campus events such as orientation, welcome week and graduation, as necessary.
  - Support staff during outreach events by creating flyers, sign-in forms and speaking to students about the TRIO Programs.
  - Attend and contribute to weekly check-in meetings.
  - Participate in orientation, training, professional development workshops, and other meetings as required.
  - Other duties as assigned by the Administrative Secretary.
- Knowledge of:** Essential office skills including:
- Work collaboratively with others to accomplish goals.
  - Initiate interaction with participants and have sensitivity when working with a diverse group of participants.
  - Understand and follow oral and written instructions in English; have strong oral and written communication skills.
  - Working independently with minimal supervision and maintain effective work relationships.
  - Represent the TRIO Programs, Yuba College, Sutter County Campus and the Yuba Community College District in a professional manner.
- Qualifications:**
- Must be currently enrolled in a minimum of 6 units as a student at Yuba Community College District
  - Must maintain a 2.0 cumulative GPA or above.
  - Priority will be given to TRIO students