SUMMER BRIDGE STUDENT ASSISTANT
EOP/ETHNIC AFFAIRS

PART TIME POSITION

REQUIREMENTS:
Prefer SDSU students with EOP Summer Bridge experience. Experience could include being a previous participant. The Summer Bridge assistant will serve as an assistant to the Summer Bridge Program Coordinator and as a representative of the EOP office to the general public and program participants.

RESPONSIBILITIES
Under the direction of the Summer Bridge Program Coordinator, the Summer Bridge Student Assistant will provide assistance with the following:

- Assist in the planning, preparation and coordination of Summer Bridge Transitional Programs.
- Provide excellent customer service and assistance to prospective Summer Bridge participants by establishing a positive rapport and cordial correspondence with students and their guardians.
- Create and maintain organized student files by paper and electronically.
- Assist with identifying and scheduling appropriate activities and events for Summer Bridge participants.
- Provide coordination with the mailing of Summer Bridge documents and correspondence.
- Perform other department clerical/support duties as assigned including, but not limited to: assisting with travel arrangements, scheduling appointments, drafting correspondence, EOP staff attendance sheets, specialized events, processing incoming mail, and other forms of communication with the department and campus community.
- Oversee the Summer Bridge email account
- As approved, participate in professional development and training programs offered by the Center for Human Resources, the Division of Student Affairs, and EOP.
- Assist in setting up and facilitating recreational activities for Summer Bridge participants.
- Act as a positive role model for Summer Bridge participants.
- Other duties as assigned.

Summer Bridge Student Assistant must:
1. Have excellent verbal and written communication skills.
2. Have excellent organization skills.
3. Be able to learn PC based programs, i.e. Microsoft excel; word and power point.
4. Have the ability to function effectively as a team member, be flexible to sudden changes, and work in a fast-paced environment.
5. Seek clarification and/or guidance regarding the EOP program and its various units as needed.
6. Demonstrate sensitivity to the needs of culturally diverse, low-income, often first-generation college students.
7. Demonstrate effective communication and problem-solving skills while interacting appropriately with students, parents/guardians, administrators, university personnel and community members.

SPECIAL REQUIREMENTS:
1. Duties include activities that will be conducted on evenings and weekends.
2. Must be available to work full days on June 13, 26, and 29

**COMPENSATION:**
$13 an hour

Position open until filled
If you are interested, please complete our application which can be found on our website at: https://studentaffairs.sdsu.edu/EOP/Modern/Forms_Applications.html

under, “Current EOP Students”, “C. Student Employment”. Copies are also available at the EOP office which is located within the Student Services East building, room 2109. Please drop off completed applications, along with your resume to the EOP office.

Please call us if you have any questions please contact Rocio Zamora at (619)594-8359.