

Department: Academic Preparation & Support	Supervisor: Matthew Tener
Job Title: EAP Ambassador	Hours to be Worked: Monday-Friday, Schedule Varies
Pay Level: II	Hourly Pay Rate: \$13.00

Job Summary

Assist with administrative functions of the Early Assessment Program (EAP), including performing academic outreach at local schools, preparing promotional materials, fielding communications, and collecting programmatic data.

Job Duties

- Deliver presentations at local public middle and high schools to promote early academic preparation for college
- Represent the EAP at local public middle and high school community tabling events and resource fairs
- Assist with administrative tasks, completion of short-term projects, and duties as assigned
- Complete certifications/trainings as necessary (e.g., Defensive Driver Training)

Required (or Preferred) Skills, Knowledge, and Abilities

- Required: Strong public speaking, verbal and written communication, organizational, and customer service skills
- Preferred: State-issued driver's license, current vehicle registration and insurance, reliable transportation
- Preferred: Proficiency with Adobe Creative and/or Microsoft Office Suites or similar applications
- Preferred: Previous student assistant experience with the EAP, but not required for hire

Background Check: The incumbent must complete a satisfactory background check (DMV Records Check) as a condition of employment. The CSU may rescind an offer of employment if the check reveals disqualifying information or that the candidate knowingly withheld of falsified information. Failure to pass the check may affect the continued employment of a current CSU employee conditionally offered a position.

Mandated Reporter: The California State University considers the incumbent a mandated reporter in compliance with the California Child Abuse and Neglect Reporting Act and the requirements established in CSU Executive Order 1083 (revised January 21, 2017) as a condition of employment.