

Department: Career Services	Supervisor: Lily Ploski
Job Title: Student Assistant	Hours to be Worked: Up to 10 Hours per week Actual times to be arranged
Pay Level: Level II	Hourly Pay Rate: \$14.50 (DOE)

Job Summary (purpose of nature of work):

Under direction and supervision provided by staff of Career Services, the Student Assistant will assist in various projects, record keeping, and campus events.

Job Duties:

- Assist with campus-wide events such as Career Fair, Etiquette Dinner, Career Conversations
- Scan highly sensitive documents and upload to Peoplesoft
- Organize company contact files
- Record and compile attendance data from meetings, career fairs, and presentations
- Update Cal Maritime job posting site – remove expired and outdated job postings

Required (or Preferred) Skills, Knowledge, and Abilities:

- An interest in business management is strongly desired.
- Knowledge of Office365 applications.
- Must have the ability to utilize computer software such as Microsoft Word, PowerPoint, and Excel and learn other programs as needed.
- Excellent written and oral communication skills.
- The ability to work independently and be a self-starter.

Career Fair:

- Must be in salt and pepper uniform while working on the day of the event. During setup and take down khaki uniform is acceptable attire.



- Must be able to lift 25 pounds and be able to set up tables, chairs, linens, and table signs.
- Must be able to remain on feet for a long period of time.
- Must have the ability to work quickly and efficiently while paying attention to detail under limited supervision.
- Must have the ability to maintain good professional manner with university staff, career fair participants, and visitors.