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- Update Cal Maritime job posting site - remove expired and outdated job postings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 a good professional manner with university staff, career fair participants, and visitors.