

DEAN OF STUDENTS OFFICE

Titan Student Union 235

(714) 278-3211 / FAX (714) 278-5109

www.fullerton.edu/deanofstudents

J O B A N N O U N C E M E N T

Support and Information Specialist

Salary: \$6.80 per hour

Days/Hours: Monday - Friday 8am-5pm

The Dean of Students Office oversees many diverse programs and departments. The office is made up of the: Student Life program which includes student organizations, Greek Life, Student Leadership Institute, the Volunteer and Service programs, and the Multicultural Leadership Center; New Student Programs which coordinates campus tours, new student orientation, Titan Welcome Weeks and a host of other programs and workshops; and the Judicial Affairs program, which oversees a student's academic integrity. The Dean of Students Office is a large organization with over 20 full-time staff and more than 40 student assistants.

Job Description

Assist in answering telephones, greeting customers and answering questions, and basic typing and filing. Assist with the opening and distribution of incoming mail twice daily. Work on projects as assigned by the Office Manager, Coordinators, and Associate Deans. General office duties as assigned.

Qualifications

*****Federal Work-Study Position*****

Good verbal and written communication skills; the ability to make independent judgments; basic understanding of organizational dynamics; appreciation for the role of policies and procedures; ability to work with a diverse population and in a team environment. Past experience in an office environment and/or volunteer organization is preferred. Typing and computer experience are required.

How to apply

?? Email resume to gorello@fullerton.edu

?? Fax resume to (714) 278-5109

Or

?? Bring resume to Titan Student Union room 235 (2nd floor)