Office Assistant

Educational Talent Search (ETS) is seeking energetic, qualified candidates to provide administrative support as part of a dynamic and dedicated time of college-access professionals. Educational Talent Search is a federally-funded program designed to increase the college readiness, enrollment, and success of our scholars. We serve more than 1,100 families, with scholars attending one of six schools in the Anaheim Union High School District.

**Hourly Pay Rate: $12—$14**

**RESPONSIBILITIES**
- Perform general clerical and receptionist responsibilities
- Assist in maintaining student database records and tracking systems
- Use Microsoft Office and Google Productivity Suites to draft and prepare mailings to participants, parents/guardians target schools, and community
- Assist program staff by creating call slips, reminder slips, and assisting during ETS events
- Maintain ongoing communication with the Program Assistant
- Attend staff meetings and program staff development sessions
- Participate in mandatory, paid trainings
- Other duties as assigned

**QUALIFICATIONS**
- Be a CSUF student in good academic standing with a minimum G.P.A. of 2.75
- Commit to a full school-year position (August 2018—May 2019)
- Be able to work independently with minimal supervision
- Possess competency using Microsoft Office and Google Productivity Suites
- Must be able to work independently and take initiative
- Possess excellent oral, written and interpersonal communication skills
- Be sensitive to students of diverse ethnic and economic backgrounds
- Demonstrate sound decision making skills
- Successfully clear fingerprinting and background check process
- Bilingual skills in English and Spanish preferred, but not required
- Federal Work-Study required; unpaid internship placements will also be considered

**SCHEDULE**
- Work between 8-15 hours weekly
- Regular schedule will fall between 7:30a - 3:30p, Monday - Friday
- Occasional evening and weekend hours
- Hours can be arranged around class schedule

**HOW TO APPLY**
To download an application, visit
fullerton.edu/talentsearch/employment

**OPEN UNTIL FILLED, APPLY NOW!**

www.fullerton.edu/talentsearch | talentsearch@fullerton.edu
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