EDUCATIONAL TALENT SEARCH

Office Assistant

Educational Talent Search (ETS) is seeking energetic, qualified candidates to provide administrative support as part of a dynamic and dedicated team 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, ensuring the delivery of comprehensive services at six high schools in Anaheim: Anaheim, Katella, Magnolia, Savanna, Loara, and Western. Hourly Pay Rate: $12—$15

RESPONSIBILITIES
- Perform general clerical and receptionist responsibilities
- Assist in maintaining student database records and tracking systems
- Process and safeguard confidential student information
- Assist in reviewing accuracy and completeness of various documents received for processing
- Use Microsoft Office and Google Productivity Suites to draft and prepare mailings to participants, parents/guardians target schools, and community
- Represent Educational Talent Search and California State University, Fullerton (CSUF) during university and community events
- Maintain ongoing communication with the Program Assistant
- Attend staff meetings and staff development sessions (including various mandatory training sessions from Aug. 19 — 23, 2019)
- 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 2019—May 2020)
- 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, racial, 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

SCHEDULE
- Work between 8—15 hours weekly
- Regular schedule will fall between 7:30a—4:00p, Monday—Friday
- Occasional evening and weekend hours required
- Hours can be arranged around class schedule

OPEN UNTIL FILLED, APPLY NOW!

www.fullerton.edu/talentsearch | talentsearch@fullerton.edu
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HOW TO APPLY

To download an application, visit
fullerton.edu/talentsearch/employment

Priority Application Review
will begin on 03/31/2019