

WoMen's & Adult Reentry Center Student Assistant Application 2018-2019

The WoMen's & Adult Reentry Center provides programs and services to the campus on contemporary issues for women and men. We are committed to engaging the Cal State Fullerton community through leadership, opportunities, educational programs, and support services. We empower individuals to become critical thinkers through co-curricular learning and personal development.

Our Center is open Monday, Tuesday and Friday 8am-5pm and Wednesday, Thursday 8am-7pm.

READ DIRECTIONS and send along with this application the following:

- 1) Completed Application Form
- 2) Current Resume
- 3) Fall 2018 class and work schedule and Federal Work study award letter
- 4) Your response to the following questions :
 1. Describe your interest in working at the WoMen's & Adult Reentry Center (WARC).
 2. What skills do you hold that you think will benefit the WARC?
 3. What do you hope to gain or develop while working at the WARC?

Mandatory Training Dates:

Wednesday, August 15,2018 –Friday, August 17, 2018

Deadline to submit completed application materials to the WoMen's & Adult Reentry Center, University Hall Suite 205 or electronically to Vanessa Almanza, Administrative Services Assistant at valmanza@fullerton.edu

Friday, June 1, 2018 at 5pm

****Interviews will be held by appointment****

Applicant Information

Name _____

Phone # (_____) _____

Email _____

Gender Pronoun _____

Education Information

CWID _____

Major/Minor _____

Class Standing 1st year 2nd year 3rd year 4th year 5th year

Anticipated Grad. Date _____

Cumulative GPA _____

WORK STUDY AWARD AMOUNT \$ _____ **TOTAL / PER SEMESTER** (circle one)

* Note Federal Work Study is Mandatory

AVAILABILITY (Attach class and work schedule):

(Students are allowed to work 20 hours a week during the school year.)

Mon _____ Tues _____ Wed _____ Thurs _____ Fri _____

Position Descriptions

Please highlight positions you are interested in.

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| <p>Communications Assistant</p> <ul style="list-style-type: none"> • Constructs monthly newsletter for Center • Plan, organize, edit, and write parts for context • Communicate with staff members on updates and deadlines • Ensures staff members are aware of what is being posted • Follows branding guidelines set out by WARC during newsletter process • Maintain database of people interested in direct mail | <p>Outreach Assistant</p> <ul style="list-style-type: none"> • Assist with creation, development and implementation of community events • Market WARC programs and events by tabling once a week on campus • Compile list of faculty and classes where you can make class announcements • Become campus partner marketing liaison |
| <p>Graphic Design Assistant</p> <ul style="list-style-type: none"> • Design monthly calendars that consist of all events from the WARC • Communicate with staff members on updates and reminders of monthly calendar • Assist in creation of marketing fliers, calendar, on line promotion, etc. • Following branding guidelines set out by the WARC office, create exclusive and professional marketing material • Assist in updating marketing material to WARC website <p>(For this position please attach 1-2 examples of your graphic design material)</p> | <p>Social Media Assistant</p> <ul style="list-style-type: none"> • Manages social media channels, such as Facebook and Instagram • Formalizes content that promotes audience interaction, increases audience presence on sites and encourages participation • Works with staff members to communicate and develop social media campaigns • Proposes new ideas and concepts for social media content • Uses timeline to schedule weekly/monthly social media post to create consistent stream • Must be able to work every day or every other day |

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| <p>General Duties For ALL Student Assistants</p> |
| <ul style="list-style-type: none"> • Assist in the day to day operations of WARC office that include, but not limited to answering and transferring phone calls; assisting walk-in students, staff and faculty; light clean up duties. • Share knowledge of WoMen’s & Adult Reentry Center resources/programs with student, staff, faculty, parents, etc. • Assist in planning, marketing, and implementation of various outreach events and programs throughout the semester. • Other duties as assigned by the Director and the Office Coordinator. |

Previous Work Experience

Dates: _____

Company: _____

Location: _____

Position: _____

Supervisor: _____

Phone Number: _____

Reference

Name of Reference: _____

How long have you known this person? _____

In what capacity (employer, professor, etc.)? _____

Organization: _____

Title: _____

Can I contact this person? _____

Phone Number: _____

Email address (if applicable): _____

Office use only

Date received: _____ All materials received (Y/N) _____ Reviewed by: _____