Title: GSSC Graduate Assistant (Receptionist/Administrative Assistant)

Description
The Office of Graduate Studies (OGS) is looking for a Graduate Assistant to work in the Graduate Student Success Center (PLS 365) and serve as a Receptionist/Administrative Assistant under the SOAR grant, a Title V, pt. B, PPOHA grant from the US Dept of Education. The Graduate Assistant will be responsible for being the first point of contact for all guests entering the Success Center for information, tutoring appointments and study hall, as well as providing administrative support to 2-3 staff members.

The Graduate Assistant applying for this position needs to be highly responsible, dependable, well-mannered, and responsive to the needs of students, staff, and faculty. The Graduate Assistant should also be very organized, have attention to detail, communicate well--both verbally and in writing, and be reliable.

Qualifications
- CSUF master’s degree student in any discipline.
- Must be in good academic standing with at least 17 months remaining in the master’s degree program.
- 1-2 years of current or recent professional experience in an office environment, preferably as an Administrative Assistant and/or Receptionist.
- Excellent communication skills and strong phone etiquette
- Excellent computer skills
- Experience with MS Office (Word, Excel, Outlook, and PPT)
- Ability to multi-task and be self-motivated
- Be able to lift up to 25 pounds
- Must have a warm friendly demeanor, while maintaining a high level of professionalism

Duties
- Greets/acts as the first point of contact for guest, visitors and students to the Success Center.
- Answers questions via telephone, email, and in-person pertaining to Success Center topics, such as: tutoring, equipment and private room use, workshops, scholarships, and SOAR activities. Awards/Scholarships, Registration, Admissions, Graduation, Workshops, and General Interest in Graduate School.
- Under direction of Director and/or OGS Staff, performs administrative tasks (forms processing, mass mailings, copying, collating, filing, and stats tracking) associated with OGS and SOAR activities to include: graduate student affairs, programs and policies, administration of Elevar Scholarship and workshops.
- Assists with scheduling and maintaining appointments for Graduate Learning Specialists, as well as manage walk-in appointments.
- Maintains the overall cleanliness of the Success Center and ensures Food Pantry is stocked and inventory is properly documented.
- Manages, maintains and assists students in the use of all office equipment at the Success Center
- Other tasks as assigned.

Work Schedule & Start Date
- 15-20 hours per week during regular semester. Up to 40 hours per week during the summer and/or breaks.
- Student should be available to work Monday through Friday (10am to 10pm), Saturday (10am to 5pm) and Sunday (12pm to 5pm). Actual days and hours will be determined every semester, per mutual agreement.
- Target start date: May 2018 (actual date per mutual agreement).

Application Deadline & Submittal Instructions
- Last day to apply is 5PM, April 27, 2018.
- Submit application form (including answers to questions), resume and letter of recommendation to:
  Office of Graduate Studies, MH-112 (McCarthy Hall) OR
  Email all documents to Sonya White at sonyawhite@fullerton.edu