ABOUT THE OFFICE

The Ethnic Student Center (ESC) is a community that supports historically underrepresented ethnic students and allies by providing a social atmosphere and inclusive environment where we engage in identity exploration and strive for cultural awareness and academic excellence.

Expected to start on the Monday two weeks before the start of fall quarter (2021) and ends the Friday of the following spring quarter (2022). This position has an opportunity to continue after one year of employment. No expectation to work over breaks.

OFFICE RESPONSIBILITIES

- Attending all ESC staff meetings as scheduled
- Staying informed of ESC/MCC events and providing set up support
- Assisting in ESC Building Unity trainings
- Working with the ESC staff and volunteers on projects
- Plan short – and long-term goals for the ESC with office staff
- Establishing a working relationship with all ESC staff and club members.
- Communicating with all ESC Staff about program needs
- Performing other ESC duties as assigned by ESC Club Advising Manager

ABOUT THE POSITION

The ESC Office Assistant primarily support the administrative functions of the office by providing receptionist and clerical duties. Each assistant is to support the center by being the first contact for anyone coming into the ESC/MCC, scheduling meetings, communicating with staff members, and working on clerical assignments.

POSITION RESPONSIBILITIES

- Be first contact with individuals requesting resources at the ESC
- Stay informed on ESC/MCC activities and provide support when necessary
- Answer phones and serve as a receptionist for the ESC/MCC
- Maintain tidiness and organization of general MCC spaces
- Serve as checkout clerk for MCC library
- Provide communication and calendar support for ESC staff by scheduling meetings and providing contact information when necessary
- Perform other duties as assigned by the ESC Club Advising Manager
REQUIRED QUALIFICATIONS

• Maintain a minimum credit load during full term of position:
  o Undergrad: 6 credits
  o Grad: 4 credits
• Maintain a minimum of 2.0 GPA
• Ability to complete entire term of position
• At the time of hiring, be eligible for employment in the U.S.

PREFFERED QUALIFICATIONS

• Demonstrated ability to work collaboratively with people of diverse backgrounds and opinions
• Effective organizational and time management skills
• Ability to work independently and as part of a team, responsibly
• Ability to work within deadlines and problem solve
• Ability to communicate in a manner that is effective to wide variety of people
• Basic clerical and office skills
• Ability to use office productivity software programs such as Microsoft 365 (emphasis in Outlook, Teams, Excel) and Zoom
• Willingness to learn about many campus resources to be able to communicate about them to visitors
• Experience working with underrepresented student populations on campus
• Ability to identify and work on removing inequities, barriers to access, and forms of oppression that may be present in the programming or services related to this position

This job description is subject to change in accordance with the AS Personnel Policy. The Associated Students is an Equal Opportunity Employer. Revised January 2021 by Personnel Director.