Now Hiring

Student Affairs Assistant

Job Description

- Promote student life events & activities
- Provide clerical assistance as well as other related duties
- Assist in the planning and implementation of Student Affairs programs and services such as:
  - ASCC Go Green
  - ASCC Transportation Program
  - Falcon Kids Project
  - ASCC Student Union Facilities
  - Student Affairs Diversity Speaker Series
- Assist in design of new Student Activities Center
- $14.32 an hour

Requirements

- Minimum 2.5 GPA
- Minimum of 6 Units
- Overall knowledge of Cerritos College campus
- Proficient in Microsoft Word & Excel
- Ability to interact effectively in a supportive manner with persons of all backgrounds
- Bilingual in English & Spanish preferred
- Must have at least six (6) months of previous work experience

How to Apply

(Only complete applications will be considered)

A complete application will include the following:

- Employment application
- Unofficial transcripts
- Resume
- Availability form

(If your application is chosen for an interview you will be notified by phone or email by September 21, 2015. You must respond by September 22, 2015, failure to respond will result in removal of application process)

Please turn in completed application to Maria Isai in Student Activities by 12:00PM on September 18, 2015*

*Late applications will not be considered.

This position is funded by Cerritos College Student Equity Funds.