**STUDENT CENTER ASSISTANT**
**Student Assistant (Hourly)**
$15.00 per hour; 10-15 hours per week
Full-Time Fullerton College Student

**DATE POSTED:** December 10, 2021

**POSITION LOCATION:** Fullerton College, Student Life & Leadership (Bldg. 200, 1st Level, Room 214)

**NEEDED SHIFTS:** TDB: Hours worked must be within daily operating hours of the Student Center

**STARTING DATE:** Pending on Board approval date

**TYPICAL DUTIES**

Student Life & Leadership is the pulse of student life and leadership, preparing students to be successful learners by engaging them in “out of the classroom” activities, dynamic leadership opportunities, and practical learning experiences. Student Life and Leadership offers meaningful opportunities for student leadership involvement through student government (Associated Students), clubs and organizations, high-impact small and large-scale campus events such as: Club Rush, Quadchella, FC Night at the Angels Stadium, Students of Distinction and Commencement.

Under the supervision of the Director of Student Life and Leadership and the Student Services Specialist(s), the ***Student Center Assistant*** position is responsible for supervising the main counter and information desk while maintaining a safe and welcoming atmosphere for the Student Center. The ***Student Center Assistant*** position will be responsible for the following:

* Provide excellent customer service to students, faculty, staff, and guests who come to the Student Center and Student Life and Leadership.
* Assists with general duties and day-to-day operations of the Student Center and the Student Life & Leadership Office’s main counter.
* Issues campus ID cards to students, faculty, and/or staff following appropriate policies and procedures for campus ID card production.
* Collect various forms such as: Clubs/Organizations forms, Commencement forms, Students of Distinction forms, Campus ID Replacement and Refund forms; and checks for completeness.
* Assist with any Student Life and Leadership, Associated Students, and/or Student Center events.
* Knowledge of different department and campus deadlines, important dates, State/Federal and College policies, etc.
* Answer phones and emails to general Student Life and Leadership email account and general phone line; gives clear, concise and correct information.
* Other projects and office/clerical duties as assigned.

**QUALIFICATIONS**

* Applicants must be currently registered full-time students at Fullerton College.
* Applicants must be able to provide proof, if hired, that they are eligible to work in the United States (NOCCCD will not sponsor any visa applications) for any employer.
* Applicants *cannot* have more than one immediate manager on campus.
* Must demonstrate strong verbal and written communication skills, excellent customer service and general office skills.
* Applicants must be proficient in computers, the Internet, current Microsoft Office applications (Excel, Outlook, PowerPoint, Publisher and Word).
* Flexibility to learn new procedures/programs.

**DESIRABLE QUALIFICATIONS**

* Eligible for work-study through financial aid
* One semester of work experience as a student assistant at another department on campus.
* Customer service, student services and/or retail experience.

**NOCCCD IS AN EQUAL OPPORTUNITY EMPLOYER**

The North Orange County Community College District, in compliance with all applicable Federal and State laws, does not discriminate on the basis of race, color, national origin, ancestry, marital status, age, religion, disability, sex, or sexual orientation in any of its policies, procedures, or practices. Veteran status and people with disabilities are encouraged to apply. The District is also committed to maintaining campuses that are free of harassment, drugs, and alcohol. A copy of the District's full policy on non-discrimination, sexual harassment, sexual assault, treatment and counseling, and maintenance of a drug-free environment is available online at www.nocccd.edu.

Reasonable accommodations for applicants with disabilities may be requested by calling (714) 808-4821 at least three (3) business days in advance of the scheduled examination/interview date.

**NOTICE TO ALL CANDIDATES FOR EMPLOYMENT:**

The Immigration Reform and Control Act of 1986, Public Law 99-603, requires that employers obtain documentation from every hire which authorizes that individual to accept employment in this country.