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**POSITION PURPOSE**
Under the direction of the CCCAC Department Manager, the CCCAC Leadership and Social Justice Programs Assistant is responsible for assisting CCCAC with annual and regular events. The CCCAC Leadership and Social Justice Assistant supports department administration, project management, and supply procurement. This position works closely with the Department Manager in assisting with the supervision of student assistants and student volunteers. The incumbent empowers students in the department and also serves in an advising capacity for event planning and volunteer and activism programs.

Capacity to work effectively in a University environment and support the mission and goals of an educational institution are a must. Increasing overall public awareness of Associated Students though community engagement and partnering with other university departments and contacts to create new co-curricular service learning opportunities and foster community building will be the key to the success of this position.

**ASSOCIATED STUDENTS**
Associated Students (A.S.) represents the students of San José State University and speaks on their behalf for various policy making, academic and event planning decisions. Associated Students, SJSU is an independent non-profit corporation serving as an auxiliary and student government for San José State University.

**EDUCATION / EXPERIENCE**

- B.A./B.S. Political Science, Sociology, Ethnic Studies, Social Science or related field from an accredited college/university
- Currently enrolled in a graduate studies program at San Jose State University or nearby Bay Area based college.
- 1-3 years of related experience or equivalent combination of education and experience in educational programs or community relations. Experience in higher education and social justice work preferred.
- Experience in advising and supervision of students preferred
- Experienced facilitating trainings and curriculum design
- At least 6 months to a year of administrative skills and experience with community partners or non-profit environment

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

I. **Event Coordination, Program Development and Operations (50%)**

- Provides leadership and supervision to In-Solidarity student assistant staff by serving as a resource in the planning and implementation of programs, events, and supporting affiliate student organizations.
- Coordinates CCCAC signature program, Spartan Legacy Training Academy, focusing on providing personal, professional development for SJSU students centered in social justice and activism.
• Assist with the coordination of additional long and short term educational programs and services focusing on social justice, leadership development, and service-learning. I.e.: Legacy Month initiatives, etc.
• Assist with advising students, trains, and supports student program assistants and attends regular meetings
• Support A.S. student learning outcomes with a focus on confidence in leadership, building a sense of community, and developing critical thinking skills
• Attends events during daytime, evening, and weekend hours to ensure appropriate coordination and implementation of planning efforts.
• Supports and assist marketing and publicity efforts for the department, including but not limited to: campaign development, event tabling, print and social media advertising, material distribution, etc.

II. Department Administration (30%)
• Assist in managing programmatic budget, accounts payable, expense tracking for respective events and program areas
• Assists with department project management tools, equipment and supplies purchasing and maintenance, inventory and asset control
• Assists in the development and maintenance of internal department documents, processes, policies, guidelines, checklists, or other reference documents as needed for department, board, and staff use
• Prepares and maintains general files, program resources, and confidential materials (i.e. contracts, reservations, and program files)

III. University/ Community Relations (10%)
• Attends and/or facilitate various committee and planning meetings of both A.S. and SJSU as needed
• Attends department and staff meetings and on-going staff development trainings of CCCAC and A.S. employees
• Assist CCCAC Department Manager in building and maintaining relationships with key constituents on and off campus including SJSU students, faculty/staff, and nonprofits, schools and community organizations

IV. Risk Management (10%)
• Supports Manager to ensure proper contracts are executed with vendors, performers, and sponsors and adequate liability insurance is secured for all A.S. events in accordance with A.S. and SJSU policies.
• Supports Manger and works with safety & risk management committees to assure safe practices and emergency preparedness at events, programs and upholds the safety of attendees and employees
• Works with Manager to encourage a safe and accident-free work environment for student assistants, volunteers and community

KNOWLEDGE, SKILLS, AND ABILITIES:

To perform this job successfully, this individual must be able to perform each essential duty and responsibility satisfactorily.

• The ability to establish and maintain harmonious relationships with staff and student leaders is also essential
• Knowledge of social justice and student development principles especially those serving the needs of a diverse population
• Knowledge of and commitment to the principles of current student development, cultural competency, and leadership for social justice required.
• Creativity, motivation, organization, and coordination abilities required.
• Public relation and promotion skills required, including use of social media, apps, and other electronic publicity/marketing methods preferred.
• Requires excellent customer service and public speaking ability
• Requires demonstrated experience in Microsoft Office, Google Applications and planning tools
• Requires excellent interpersonal, verbal and written communication skill, and attention to detail
• Ability to establish and maintain effective working relationships with diverse groups
• Demonstrated ability to support the training, supervision and coordination of the activities of program staff, interns and volunteers
• Ability to work independently, creatively, and to develop effective programs and services
• Experience in higher education, non-profits, and community organizations preferred.

GUIDELINES
This position is non-exempt from the provisions of Section 1 of the California Industrial Welfare Commission Orders.

This position has been identified as a mandated reporter required to report the observed or suspected abuse or neglect of children, dependent adults, or elders to designated law enforcement or social service agencies. We reserve the right to make employment contingent upon completion of signed statements acknowledging the responsibilities of a mandated reporter.

This position may be exposed to sensitive or personal information and is required to comply with the requirements set forth by the Integrated CSU Administrative Manual 8000 series and Associated Students Information Security Standards as a condition of employment.

A background check (including a criminal records check) must be completed satisfactorily before any candidate can be offered a position within Associated Students. Failure to satisfactorily complete the background check may affect the application status of applicants or continued employment of current Associated Students employees who apply for the position.

Associated Students is an equal opportunity employer and will consider all qualified applicants without any regard to race, color, national origin, ancestry, religion, creed, age, disability, medical condition, sex, sexual orientation, gender identity, genetic information, marital status, military and veteran status or any other basis protected by federal, state, or local laws. If you are an individual with a disability and require a reasonable accommodation to complete any part of the application process and/or need an alternative method of applying, please email as-hr@sjsu.edu. Associated Students hires only individuals lawfully authorized to work in the United States (Public Law 99-603).

APPLICATIONS
Applicants must submit a complete application through the Associated Students applicant tracking system, ADP. Only complete applications will be considered.

DEADLINE
The position will remain open until filled.

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