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POSITION PURPOSE
The Cesar E. Chavez Community Action Center (CCCAC), a department of Associated Students, connects San Jose State University students with community service opportunities that deepen the educational experience while promoting the lifelong commitment to civic activism at the heart of the Cesar Chavez legacy. Under the direction of the CCCAC Department Manager, The Legacy Tours Program Assistant promotes the legacy of social justice and student advocacy by organizing and providing campus tours. This position will also assist in promoting broader goals and vision of the CCCAC by supporting departmental programs, services, and events.

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
- Must be a fully matriculated student at SJSU

MANDATORY SUMMER TRAINING DATES:
- Monday, August 14, 2017, 10:30am-3:00pm
- Tuesday, August 15, 2017, 10:30am-3:00pm
- Wednesday, August 16, 2017, 10:30am-3:00pm
- Thursday, August 17, 2017, 10:30am-3:00pm
- Friday, August 18, 2017, 10:30am-3:00pm

ESSENTIAL DUTIES AND RESPONSIBILITIES:

I. Program Assistant for Legacy Tours
   a. Support the development and sustainability of CCCAC’s Legacy Tour Program for K-12 youth that share SJSU’s civil rights history through significant sites on campus
   b. Serve as liaison between CCCAC and tour guests/clients
   c. Manage tour guide recruitment, training, scheduling, reflection, support and appreciation
   d. Coordinate tour scheduling; provide details pre and post tour
   e. Monitor ongoing implementation of program including participant involvement and issues or challenges that may arise

II. Additional CCCAC Responsibilities
   a. Represent CCCAC to campus community (students, staff, faculty, leadership) and local community members and organizations via meetings, events, conferences, email communication, etc.; work to build reciprocal partnering relationships
   b. Participate in all CCCAC staff meetings and professional development sessions
   c. Work with team to develop and implement a volunteer culture on campus
d. Contribute to all CCCAC special events and programs

e. Work in conjunction with all CCCAC staff and Associated Students Board

f. Complete tasks (e.g., errands, flyering, clerical support, research, phone calls, etc.) as assigned

g. Perform other duties for CCCAC and AS as requested

h. Participate in summer orientation events if applicable

**KNOWLEDGE, SKILLS, ABILITIES AND OUTCOMES:**
To perform this job successfully, this individual must be able to perform each essential duty and responsibility satisfactorily. Additionally, must maintain professionalism, integrity, consistency and reliability at all times.

- Ability to lift at least 40 lbs.
- Demonstrate capacity to work effectively in a diverse University environment; Ability to establish and maintain effective collaborative relationships with the CCCAC, A.S. and Student Involvement personnel
- Ability to work independently with little supervision
- Ability to follow complex written and oral instructions
- Ability to manage a project from start to finish
- Ability to present in classrooms, workshops and related events
- Excellent oral and written communication skills

**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**
Application Review will be on July 28th, 2017. The position will remain open until filled.

Click [here](#) to apply!