**Position Title:** Program Assistant, Social Media and Special Programs  
**Position Department:** Cesar Chavez Community Action Center (CCCAC)  
**Status:** Part Time, Student Status  
**Pay Rate:** $12.00 per hour  
**Reports to:** CCCAC Department Manager

Click [here](#) to apply!

**POSITION PURPOSE**  
The Cesar E. Chavez Community Action Center, 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.

**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

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

I. **Special Programs**  
- Assist in developing and coordinating with CCCAC Special Programs which may include: Legacy Month, #SpartanGives, etc.  
- Create and execute outreach plan to increase CCCAC event attendance.  
- Collaborate with campus partners, student organizations, and community partners about potential program facilitation and sponsorship.

II. **Social Media and Marketing**  
- Manage CCCAC Social Media accounts  
- Increase campus community engagement/insights on social media.  
- Develop and implement CCCAC social media marketing plan focused on social justice.  
- Assist with general CCCAC marketing by tabling at campus wide events, classroom and student organization presentations.

III. **Additional CCCAC Responsibilities (All Staff)**  
- 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  
- Participate in all CCCAC staff meetings and professional development sessions  
- Work with team to develop and implement a volunteer culture on campus  
- Contribute to all CCCAC special events and programs  
- Work in conjunction with all CCCAC staff and Associated Students Board  
- Complete tasks (e.g., errands, flyering, clerical support, research, phone calls, etc.) as assigned  
- Perform other duties for CCCAC and AS as requested  
- 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 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. Employees also have a duty to report incidents of Sex Discrimination, Sexual Harassment, Sexual Misconduct, Dating and Domestic Violence, and Stalking when they are on notice of them as set forth in CSU Executive Orders 1095, 1096, and 1097. 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 September 1st, 2017. The position will remain open until filled.

Click here to apply!