

African American Studies – Student Assistant Position

Department Information

- **Department Name:** African American Studies
- **Job Title:** Student Assistant
- **Supervisor Name & Title:** Erlinda Yanez, Department Analyst
- **Location:** San José State University, WSQ 216A
- **Hours:** 10-20 per week
- **Hourly Pay Rate:** \$19.50 per hour
- **Employment Period:** Fall 2026 / Spring 2027 Semesters (w/ possibility of renewal)

Position Summary

The Student Assistant will provide vital administrative, operational, and programmatic support for the African American Studies Department (plus Chicana and Chicano Studies as needed). The ideal candidate demonstrates strong initiative, critical thinking, and a willingness to learn university processes to assist staff, faculty, and students.

Key Responsibilities & Duties

- **Frontline Customer Service:** Serve as the primary point of contact for students, faculty, and staff. Greet office visitors, manage the front desk, answer phone lines, and respond to general inquiries in person and via email.
- **Administrative Support:** Perform data entry, scan and file confidential documents, process copying and book scanning requests.
- **Social Media & Marketing:** Create and curate content for departmental social media accounts (e.g., Instagram, Facebook). Design and distribute promotional flyers using design tools like Canva. Update website, print promotional materials.
- **Event & Program Assistance:** Help coordinate logistics, room setups, and outreach for department events and workshops. Table at special events.
- **Office Organization:** Maintain bulletin boards, stock office and coffee supplies, and post office signage. Keep copier and printers stocked with paper, keep office and lounge areas tidy. Other tasks as assigned by the supervisor.

Qualifications & Requirements

- Must be a currently enrolled, matriculated student at SJSU taking a minimum of 6 units.
- Must qualify for Federal Work-Study Program.
- Strong written and oral communication skills.
- Proficient in standard office software (Google Workspace, MS Office); experience with graphic design software a plus.
- Ability to work independently, manage time effectively, and maintain a high level of professionalism with confidential information.

Professional Development Benefits

Students in this role will gain valuable customer service and administrative experience, develop workplace professionalism, and build a greater understanding of the resources available to students at SJSU.

Application Information – **Deadline 8/14/26**

Interested students should submit (in pdf form) the following to: patricia.hernandez@sjsu.edu

- Letter of interest
- Resume
- Fall 2026 class schedule
- Proof of Work Study eligibility will be necessary should you qualify for an interview.