

“I learned so much during my time at the Office of College Life and I highly recommend this position to anyone who is looking to improve their organizational skills and communication skills. You get to work with amazing people who value your growth here at De Anza College. Over the past year, I've had the opportunity to interact with students, teachers, and staff members of De Anza and it is honestly fun and fulfilling to talk to so many different people from all walks of life. This role has definitely made my time here at De Anza more enjoyable and productive as I am able to contribute when I help out at events organized by DASG and ICC. If you're a go-getter who is interested to improve your skills and get involved on campus, this is the role for you!” – Alyssa Ung

**Job Title: College Life Student Assistant** - Student Employee position; See below for eligibility requirements.

**Duties:**

Under the supervision of the Operations Specialist & Student Activities Coordinator:

- Provide clerical support for the Office of College Life and Flea Market Office
- Answer phones and take messages
- Produce DASG Cards (Student Photo IDs), Employee ID Badges, and other ID Cards
- Produce VTA SmartPass Clipper Cards
- Assist with questions regarding the DASG Senate, Inter Club Council (ICC), Clubs, Photo IDs, VTA SmartPass, DASG Bike Program, and Flea Market
- Assist with college information
- Assist with facility reservations for club and DASG Senate meetings and special events
- Schedule Legal Advice appointments
- Process DASG Bicycle Program requests and returns
- Send out reminders for bicycle pick-up and return
- Update Bicycle Program forms
- Manage Bicycle Corral Rentals
- Schedule Dining Room Informational Tables
- Maintain Events Calendar
- Checkout Equipment and Maintain Equipment Reservation Calendar
- Computer data entry
- Posting Flyers
- Assist in creating and producing brochures, flyers, posters, signs, and bulletin boards
- Assist with special events (e.g., Weeks of Welcome, Club Day, DASG Elections, Flea Market, etc.)
- Maintain the cleanliness of the office
- Assist with Various Flea Market Office Tasks
- Other duties as assigned

**Qualifications:**

- Ability to work cooperatively with diverse students, staff and community representing all groups and special interests

- Understanding of, sensitivity to, and respect for the diverse academic, socioeconomic, cultural, sexual orientation, disability, and ethnic background of community college students
- English usage/understanding, vocabulary, grammar, spelling, and punctuation (Listening/Aural, Speaking/Oral/Verbal, Reading and Writing)
- Ability to communicate effectively both verbally and in writing
- Ability to work independently on assignments
- Ability to solve problems and take initiatives
- Knowledge of office practices (Prior office experience helpful)
- Detail oriented
- Ability to Multitask
- Patience
- Proficient and Fast Typing/Keyboarding Ability
- Ability to use computers and software for word processing & spreadsheets (Microsoft Word and Excel)
- Ability to use computers and software for graphic design (Microsoft Publisher, Adobe Photoshop, InDesign, and Illustrator)
- May not be a current member of the DASG Senate, ICC Officer, Club Officer/ICC Rep, or Student Trustee

**Hours:** Maximum 19 hours per week.

The office is normally open Monday – Thursday 9:00 am – 5:00 pm and Friday 9:00 am – 4:30 pm (summer quarter hours vary)

***Must be available to work EVERY DAY Monday – Friday for a few hours each day.***

In spring 2022 the office is open Monday – Thursday 9:00 am – 4:00 pm

***Must be available to work EVERY DAY Monday – Thursday in spring 2022 for a few hours each day.***

**Student Employee Position Eligibility Requirements:**

- Must be currently residing in California, USA
- Must be enrolled in and complete twelve (12) or more units each quarter fall - spring or six (6) or more units for summer quarter (six (6) or more units for all quarters for Work Study students)
- Must always maintain a 2.0 or higher GPA, both quarterly and cumulatively
- Cannot have attempted more than 180 units combined at De Anza and Foothill College
- Cannot work more than 19 hours per week total for all on campus jobs

**Salary:** \$17.60 per hour

**Deadline:** Open until filled

**Date of Posting:** March 24, 2022

**Start Date:** ASAP

Applications are available online at [www.deanza.edu/collegelife/jobs.html](http://www.deanza.edu/collegelife/jobs.html)

Completed applications must be submitted online

Also submit any examples of your Graphic Design work if any to Dennis Shannakian  
([ShannakianDennis@fhda.edu](mailto:ShannakianDennis@fhda.edu))

Information about the De Anza Office of College Life can be found on our web site at  
[www.deanza.edu/collegelife](http://www.deanza.edu/collegelife)