



EDMONDS COMMUNITY COLLEGE
CENTER FOR STUDENT CULTURAL
DIVERSITY AND INCLUSION

CSCDI OFFICE ASSISTANT

The **Center for Student Cultural Diversity & Inclusion (CSCDI)**, located on the first floor of the Triton Student Center in Brier Hall, serves all students, with a focus on culturally diverse student populations (racial/ethnic, LGBTQ, women, undocumented, homeless, students-in-need) to aid in their retention, success and sense of belonging at Edmonds Community College. In addition to promoting diverse events, the CSCDI also provide resource assistance to help students navigate college life, connects them with other like-minded students and staff, and creates a sense of community and cultural support.

The **CSCDI Office Assistant** primary role is to provide direct service to students and visitors in the CSCDI. With a focus on equity, inclusion and cultural awareness, Office Assistants ensure the center functions are covered and are knowledgeable of campus resources. Office Assistants also perform administrative tasks and office projects for professional staff. Duties include:

1. Work CSCDI front desk
 - a. Clerical duties such as answering phones, copying materials, and filing documents, updating posters and flyers.
 - b. Follow office opening and closing procedures; Provide computer assistance for students accessing computer lab; Attend weekly staff meetings at the CSCDI; Provide suggestions for diverse services to students.
 - c. Interact with students requesting CSCDI services: emergency funds, scholarships, reflection spaces, and other information regarding CSCDI programs and events.
2. Monitors usage of services and resources for CSCDI, including textbooks, diversity books, laptops, etc. and creates quarterly statistical reports utilizing graphs and various visual aids
3. Provide information, referral, and advice to students regarding CSCDI services and resources.
4. Assist with managing marketing/resource sharing via approved social media platforms (Facebook, Instagram, Twitter)
5. Schedule appointments for staff members
6. Deliver and pick up mail.
7. Update and maintain a community resource list
8. Develop and maintain materials checkout process (textbook, laptops, calculators etc).
9. Keep professional staff informed of potential student and office concerns
10. Monitor Center for order and cleanliness
11. With approval, send out campus emails to announce CSCDI information
12. Work closely with other CSEL colleagues and campus partners to promote services and streamline processes
13. Assist in the orientation of student staff on office procedures
14. Maintain student usage information digitally
15. Manage databases for student info and data collection purposes;
16. Follow all department and college policies and procedures.
17. Perform other duties as assigned by the CSCDI Manager/ Associate Director.

Requirements:

Applicants must be currently enrolled at Edmonds Community College Students. Office Assistants are expected to maintain a full-time class load of 10 credits minimum (international students: 12 credit minimum) and make normal progress towards their academic goals, with a minimum 2.5 GPA. Office Assistants work approximately 17 hours per week during the school year. Work-Study Eligible students to work up to their allocated hours per week.

Applicant must have experience working with Google Suite Office programs, particularly google docs, sheets, slides, drive, as well as Gmail.

Ability to work independently and maintain self-motivation.



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**2018-19 Center for Student Cultural Diversity and Inclusion (CSCDI)
Office Assistant Application**

This is a paid, student position working as a member of the Center for Student Cultural Diversity and Inclusion (CSCDI). The position title is CSCDI Office Assistant, and several persons will be hired and will work up to 17 hours per week depending on availability. Pay is \$12.00/hour for the beginning of Spring quarter 2019 (or earlier) through the end of spring quarter 2019.

Applicants do not have to have prior experience, successful candidates will receive on-the-job training.

Duties of the Office Assistant include: providing customer service in a friendly, inviting, culturally-sensitive and respectful manner with a desire to help others. Basic tasks associated with the position include reception of students and staff who contact us either by phone or in person, sending emails, and answering student questions. A basic knowledge of how to answer questions and knowledge of resources on campus will be part of initial training, as well as forms training, email and phone etiquette. See attached for detailed job description.

Good communication skills are important, so candidates need to have a high level of both written and spoken English. Diverse students are strongly encouraged to apply. Contact Dennis Denman at dennis.denman@edcc.edu or stop by the CSCDI for more information. **You can also find this online application on the CSCDI website.**

Personal Information

Applicant Name: _____ Applicant Preferred Name: _____

Applicant Preferred Pronouns: _____ Applicant Phone Number: _____

Applicant Email: _____ Applicant SID#: _____

How many quarters at Edmonds CC: _____ Last School Attended: _____

1. Do you have (or are willing to get) a social security number? Yes No
2. Do you (or will you) have a 2.5 college cumulative grade point average? Yes No
3. Are you intending to be enrolled throughout the 2018-19 academic year? Yes No
4. Are you intending to graduate in the spring of 2019? Yes No
5. Do you have work-study (financial aid award)? Yes No

Reference / Skill Evaluator Information

This section will ask you to submit the names of two references who are able to speak about your strengths, skills and abilities to perform the position effectively. References will be contacted by phone and/or email.

References must be a faculty/staff member, former employer or community member. Please no friends or family members. Current supervisors on the hiring committee cannot be references.

<u>Reference/Skill Evaluator 1</u>	<u>Reference/Skill Evaluator 2</u>
Name:	Name:
Title and/or company:	Title and/or company:
Phone:	Phone:
Email:	Email:

Attachments

To complete the application packet for a CSCDI Office Assistant position, please attach the following documents:

- ★ Cover Letter: Answer these short response questions in no more than 250 words (each question)
 - *Why are you interested in working for the CSCDI?*
 - *What skills/strengths/talents would you bring to this position(s)?*
 - *All Office Assistants will work with all aspects of diversity. What does diversity and inclusion mean to you and how will you promote it in your work at the CSCDI?*
- ★ Resume
- ★ Unofficial Transcript
- ★ Spring Class Schedule
- ★ **If you have Work-Study**, attach your financial aid portal award letter / screenshot of financial aid portal

These documents are required for all positions you are applying for. For additional assistance on writing cover letters and resumes, please stop by the Career Action Resource Center or check out the following links:

Cover Letter: <http://www.edcc.edu/careeractioncenter/jobsearch/cover-letters.html>

Resume: <http://www.edcc.edu/careeractioncenter/jobsearch/resume/default.html>

Applications will be opened until Filled.

For priority consideration, apply by or before March 1st, 2019 by 3pm.