

Engaging Education (e²): Student Initiated Outreach and Retention Center for Student Engagement and Academic Excellence

University of California, Santa Cruz

Job Announcement

Position: e² office manager

Academic Year Start Date (2 positions): September 18, 2017

Location: e² center, UCSC campus

Hours: 16-20 hours a week during academic year

Compensation: \$11.75

Positions: 2

Organization Description:

The work of the center focuses on student initiated outreach and retention programs and student led classes, which collectively organize to improve the quality and access to higher education.

Position Description:

Student position under the general direction of the e² Board of Director (BoD) and under the supervision of the Program Organizer; create an inviting and welcoming environment for all community members; assist e2 Co-Chairs and Program Organizer in coordinating schedules; take and distribute minutes as required; provide background information and follow up on issues requiring administrative action; develop administrative procedures; answer the telephone and serve as frontline staff; maintain room reservations; maintain a clean and productive office environment; establish and oversee maintenance of center and office supplies and resources; design and maintain databases, train staff and volunteers to database program cards; maintain filing systems, and records; manage correspondence and draft replies as appropriate; facilitate computer/technology equipment checkout system; replace equipment as needed by drafting proposals to the Board of Directors; have basic computer skills; familiarity with MAC OS10, Windows; assist on e² strategic planning goals and furthering the e² Mission & Vision; design and implement 1 community event per quarter with the help of the Program Coordinators based on Resource Analysis and proposal to Board; work with the Program Coordinators to create a mailing list; train current staff to assist with front desk staffing in the fall quarter; mentor and ensure sharing of information; manage small budgets; produce monthly goals & reports and quarterly evaluations for Personnel Committee; attend monthly Board of Directors meetings and retreats; and provide staff support, Board meeting support & additional committees as needed.

Qualifications:

Communicate effectively and respectfully with diverse groups and individuals at various levels within the organization; organizational skills; time management skills; work independently as well as a member of a team; exercise good judgment, particularly with sensitive and confidential matters; and have experience working in an office; demonstrate experience in retention and/or outreach programming and be a current member of an active registered student organization that conducts student initiated outreach and retention programming, must remain on good academic standing throughout term and will have grade checks quarterly.

Required Qualification: May not take on another leadership role or responsibility that takes a substantial time for example, coordinating an outreach or retention program, while in the

position; must be able to be in attendance the entirety of the school year to fulfill all job requirements and have time availabilities Monday-Friday between the hours for 9:30am-6:00pm.

Deadline: Submit your completed Application by Friday, August 18th, 2017 by 5:00pm to the e² office or via email to ucsc.e2@gmail.com.