

**Job Title: Office Assistant / Database Assistant**

**Hiring Unit: San Jose Cal-SOAP, UC Santa Cruz Educational Partnership Center**

**Service Center Contact: Summer Linden, 831-459-1870, [slinden@ucsc.edu](mailto:slinden@ucsc.edu)**

**Unit Staff Name: Sierra Schneider-Williams, 408-531-6122, [sschnei1@ucsc.edu](mailto:sschnei1@ucsc.edu)**

**Unit Supervisor: Sonia Ramos, 408-531-6124, [sbramos@ucsc.edu](mailto:sbramos@ucsc.edu)**

**Recruitment Type: Workstudy**

**Job Classification: Assistant III**

**Pay Rate: \$10.30/hr**

**Start Date: August 14, 2011**

**End Date: June 30, 2012**

**Hours per Week: 10 - 19.75**

**Weekly Schedule: Variable**

**Skills, Knowledge and Abilities Required:**

- Knowledge of general office procedures
- Dependable and professional work attitude
- Detail-oriented; organizational skills to achieve set goals and meet priority deadlines
- Experience with MS Access, FileMaker Pro, Excel or other data collection applications
- Ability to work independently, accurately, and resolve any recurring problems
- Maintain effective and professional work relationships
- Maintain inventory list, organize files, supplies, and any other related duties as required

**Skills, Knowledge and Abilities Preferred:**

- Experience in data entry, data querying and report development
- Ability to communicate orally and in writing in Spanish and/or Vietnamese
- Strong leadership, communication, and interpersonal skills
- Ability to maintain good academic standing
- Possession of a valid California driver's license
- Strong computer skills: Microsoft Office 2003 or comparable applications

**Duties (60% of time)**

- Working under the supervision of the Administrative Coordinator, provide support in maintaining the database collection and reporting process
- Monitor and support the daily submission of student participant information
- Review all submitted written and electronic data files for completeness and accuracy
- File data and transfer information from manual and/or electronic records into the appropriate electronic database
- Retrieve specific data fields and generate reports; present results to staff
- Work with EPC Research and Evaluation staff and Technical Support staff whenever necessary
- Provide training to in-house and field staff on new procedures
- Make recommendations for improving data collection processes and procedures

**Duties (30% of time)**

- Collect Cal-SOAP mail and distribute as needed

- Answer the main office phone and direct calls as needed
- Greet and direct guests in the office in a professional manner
- Assist with set-up of special events, staff trainings or other meetings
- Support in monitoring and maintaining inventory levels of general office supplies
- Check-in with supervisor on a weekly basis (or as needed) to discuss assigned projects

**Duties (10% of time)**

- Performs related tasks as assigned by supervisor or other staff

**Special Conditions for employment:**

- Selected candidate will be required to fulfill fingerprinting process requirements in working school district (employer will provide)
- Selected candidate will be required to take TB test or provide current verification to supervisor and school district; employer will provide test upon hire if necessary
- Must have reliable transportation to and from school sites
- Must have minimum overall GPA of 2.80 (college transcript required to verify)
- Must have at least 2 semesters of college experience (transcript required to verify)

**Summary Statement:**

**These positions are located in Santa Clara County.** Further information regarding specific program sites will be discussed at interview.

**Comments & Notes:**

Program Descriptions: Cal-SOAP is designed to increase the accessibility of post-secondary education opportunities for low-income and underrepresented elementary and secondary school students. San Jose Cal-SOAP operates through a consortium of educational institutions and community agencies, particularly with direct involvement of secondary school staff in the operations of the project.

**To Apply:**

Visit <http://www.sanjosecalsoap.com/jobs.htm>

UCSC students – please select “UCSC Student Application”

Non-UCSC students – please complete the “**Non-UCSC Student Application**”

For more information, please visit our website at <http://www.sanjosecalsoap.com>