

EOPOS Outreach Assistant (OA)

ABOUT EOPOS

The Office of EOP, Outreach & Success (EOPOS) at San Diego State University seeks to educate, empower, and motivate students and their loved ones from historically underserved and underrepresented communities by providing innovative recruitment, transitional and retention services to attain a university degree. EOPOS is a student support program within the Division of Student Affairs and Campus Diversity whose mission is to work proactively to address systemic inequities through professional learning, community building, advocacy, policy recommendations and organizational structures, while facilitating an integrated vision and shared responsibility for prioritizing and advancing institutional goals. We aim to foster an affirming campus culture based on the core values of excellence, equity, diversity, belonging and inclusion.

For further information: <http://eop.sdsu.edu>

POSITION DESCRIPTION

The Outreach Assistant position, housed under EOPOS' Outreach, Recruitment and Admissions (ORA) team, serves as a representative of the SDSU EOPOS office and program. Outreach Assistants are responsible for supporting outreach events at local middle and high schools, assisting with campus excursions, assisting with recruitment activities at SDSU, and supporting EOPOS' office functions. The OA will also interact with the EOPOS staff, students, community partners, and middle school, high school, and community college students.

RESPONSIBILITIES

Under the direction of the Lead Outreach Coordinator and Associate Director of EOPOS, will provide support with the following:

- Maintain communication with their direct supervisor to build relationships and establish trust and community.
- Provide support and guidance to middle school and high school students that prepares them for higher education through individual and group meetings, classroom presentations, and tabling during nutrition and lunch breaks.
- Establish rapport with key staff such as school site counselors, teachers, school administration.
- Be a positive and professional representative of SDSU during all on campus and off campus programs.
- Be an active participant in all department activities such as staff meetings, team building activities, etc.
- Attend and assist with the coordination of special outreach events.
- Assist with middle school and high school visits by setting up, cleaning up, providing campus excursions, delivering workshops and presentations, sharing college experiences to high school students, serving lunch, etc.
- Attend all weekly Outreach Assistant meetings.
- Schedule one on one meetings with the Lead Outreach Coordinator to discuss progress and opportunities for growth/improvement, get clarification of role/duties, and discuss other items as they arise.
- Maintain an accurate count of the number of students spoken to or students in attendance at outreach events.
- Participate in a one-week Professional Development training the week before the fall semester starts. You will learn about EOPOS programs, requirements, etc. to help provide accurate information to prospective students.
- Cover EOP, Outreach & Success front desk one hour per week, when asked during scheduled work hours, and be willing to complete other duties as assigned to benefit the office, department, or university.

Outreach Assistants must:

1. Have excellent verbal and written communication and customer service skills.
2. Attend and contribute to required monthly meetings and trainings.
3. Seek clarification and/or guidance regarding EOP, Outreach & Success admissions process, events and services for all programs offered to students. Understand CSU Admission eligibility requirements.
4. Conduct themselves professionally regarding dress/behavior and as representatives of EOPOS.
5. Be able to give and receive constructive criticism and feedback.
6. Manage, prioritize, and take initiative on department projects.
7. Maintain confidentiality of student information and records.

PERSONAL QUALIFICATIONS (Skills & Experience)

1. Sensitivity to the needs of culturally diverse, low-income (often first-generation) college students
2. Effective communication and problem-solving skills
3. Demonstrate leadership skills and ability to function effectively as part of a team
4. Be able to work independently and in collaboration with professionals and coworkers.

REQUIREMENTS

1. SDSU matriculated student (enrolled in courses)
2. Minimum of 2.5 GPA
3. Invested in giving back to diverse communities in their pursuit of a higher education

PREFERRED QUALIFICATIONS

1. Ability to work on evenings and weekends
2. Reliable transportation to attend off campus programs/events as needed
3. Federal Work Study
4. Customer service experience
5. Bilingual
6. EOPOS student

If you are interested, please complete an application, attach your resume and cover letter and submit to the EOPOS office at Student Services East building, Room 2109 or send completed forms to eopadmis@sdsu.edu, or by mail to:

EOP, Outreach & Success
Attn: ORA Team
5500 Campanile Drive
SSE 2109
San Diego, CA 92182-8222