**Job Title:** Special Assistant for Publicity and Administrative Support

**Starting Salary:** $15.50/hour (Training Salary)

**Days/Hours:** 20 hours/week Fall and Spring Semesters; 31 hours/week Summer Session

**Job Description:**

The Campus Academic Resource Program’s (CARP) Special Assistant for Publicity and Administrative Support (SAPAS) is responsible for conducting publicity and outreach on behalf of the program. The SAPAS also assists with a variety of administrative and human resource tasks necessary for the program.

The Special Assistant for Publicity and Administrative Support’s responsibilities include the following:

1) Outreach to the SF State community

- Contact and meet with various members of SF State’s staff, faculty, and administration to publicize how CARP’s academic support services can assist their students in the Tutorial Lab, in the classroom, and online.

- Develop and implement publicity and outreach strategies for all of CARP’s academic support services, including tutoring, workshops, fellowships, hiring, and other services as needed.

- Draft and send correspondences on behalf of CARP to various members of SF State’s staff, faculty, and administration.

- Generate, revise, and disseminate *The Hook*, CARP’s monthly newsletter, in conjunction with the rest of CARP’s coordinating staff.

- Create, maintain, order, and disseminate all forms of advertising, including fliers, bookmarks, and brochures, in accordance with CARP’s current format and language requirements.

- Develop, revise, and submit digital signage in coordination with University Communications for CARP’s support services.

- Coordinate joint outreach efforts with the Learning Assistance Center (LAC).

- Schedule and oversee special publicity events, such as Sneak Preview, Welcome Week, International Student Orientation, student fairs, and all other on-campus events.

- Oversee the training and execution of the proper procedures for conducting all of CARP’s outreach activities, such as information sessions and tabling events.

- As needed, review and analyze all student and professor evaluation forms and all session records at the end of each academic mid-year and year-end in order to tailor CARP’s academic support services and resources to specific members of the SF State community.
2) Administration and Human Resources:

- Coordinate all internal/external room and tech reservations, and submit room reservation requests to Academic Resources.
- As needed, train all of the CARP Staff on CARP’s payroll process and procedures, including the electronic time-sheet system on CARP Staff’s SF State Gateway accounts.
- As needed, assist the Senior Program Coordinator and the Administrative Support Coordinator in implementing CARP’s Human Resources procedures, including hiring paperwork and payroll procedures, for new and returning CARP employees.
- Assist the Senior Program Coordinator in maintaining up-to-date rosters and work schedules for the entire CARP Staff for each academic semester.
- Assist the Administrative Support Coordinator in communicating all deadlines relating to payroll procedures to the CARP Staff during each pay period.
- Assist the Administrative Support Coordinator in creating, revising, and distributing monthly pay vouchers to CARP’s student staff members during each pay period.

3) Supervision of the CARP Staff and Tutorial Lab

- Supervise the CARP Staff during CARP’s Tutorial Lab’s hours of operation.
- Schedule appointments, create tutoring contracts, and register new students for workshops as necessary.
- Supervise the daily opening and closing procedures for the CARP Tutorial Lab as scheduled.
- Explain and enforce all of CARP’s program policies and procedures to the CARP Staff and members of the SF State community.
- Record all important occurrences at CARP’s Tutorial Lab and inform the Senior Program Coordinator of these occurrences as necessary.

The Special Assistant for Publicity and Administrative Support may be assigned additional duties not listed above by the Senior Program Coordinator and Associate Program Coordinator.

Qualifications:

All applicants must:

- Be a currently enrolled SF State upper-division undergraduate student or graduate student.
- Have a minimum all university and major GPA of 3.0.
• Have demonstrated a thorough knowledge of the academic support services CARP offers to the SF State community.

• Possess excellent oral communication and written composition skills.

• Be detail oriented and possess the ability to meet short deadlines.

• Demonstrate ability to work collaboratively in person and via email.

• Be able to work during SF State’s winter breaks, spring breaks, and finals weeks, if needed.

Application Instructions:

Submit a cover letter, a resume, unofficial college transcripts from all institution you have attended, and a student work availability form (http://carp.sfsu.edu/content/job-opportunities). Please submit your application packet in person at HSS 346 or via e-mail to carp.apc@gmail.com.

Microsoft Word and PDF files only. Please note that while the hiring committee is interested in previous work experience, it requests that resumes clearly articulate skills relevant to the successful execution of the SAPAS position.