



Work-Study Job Description Form

Job Title (not abbreviated):	Community Partnerships Assistant
Department:	Admissions
Reports To:	Community Partnerships Coordinator
Supervision:	Dolores C. Calaf
Date Created/Revised:	09/14/2016
Incumbent:	

General Description:

The Office Assistant supports Community Partnerships Coordinator with various tasks as needed and ensures full sensitivity and responsiveness to the needs of UCB students, and full compliance with federal DOE regulations and policies.

Specific Duties:

- Administrative support
- Help put together folders for students' orientation of different community partners' sites
- Mailings to prospective students statewide - EEC registered providers statewide - a marketing campaign letting them know about UCB
- Copying materials for info session folders
- Follow up calls to remind students of things needed to submit for registration etc.
- Alpha records of students from all partners' sites
- Other office work as needed

Requirements:

Previous office experience in a higher education setting preferred but not required ; prefer a bilingual candidate in English and Spanish

Education / Training:

High School Diploma: