Location: Public Child Welfare Training Academy at the Academy for Professional Excellence, San Diego State University, School of Social Work

General Description of Duties: Typical activities for the position of Undergraduate Assistant may include: Providing assistance to the Public Child Welfare Training Academy by developing materials (including printing, formatting, and collating), managing and organizing curriculum, summarizing reports, taking and disseminating meeting minutes, conducting data entry, conducting research on special topics to support child welfare workforce development, preparing for and supporting meetings and trainings (reserving space for events, ordering meals and refreshments, preparing materials for events, coordinating supplies and tools needed for completion of training events), monitoring storage of materials and documentation of events (including data entry tied to rosters and surveys). This is primarily a support role to assist the PCWTA Program Assistant with general coordination and preparation for training events including developing and preparing materials and conducting data entry.

Benefits Eligibility: No
Time Base: Part –Time, non-exempt, up to 20 hours/week. Must be able to work over the winter break (not on Holidays).
Advertised Salary: $11.50/hr

Minimum Qualifications: Skilled in materials development and printing; basic data management skills; basic skills of coordination and organization of electronic content; knowledge of basic office tools and equipment (including software such as the Google suite and Microsoft as well as equipment such as copy machine, fax machine, and computer); basic research skills; strong writing skills; general knowledge of research and professional writing; ability to critically think and analyze information; must be able to work well with others.

Experience: For the initial appointment, evidence of satisfactory achievement in previous academic work, particularly related to program support and/or development, research, and professional writing. For subsequent appointment, evidence of satisfactory progress toward completion of the degree.

Education: Completion of the requirements for a high school degree and current registration in a SDSU undergraduate degree program. Current students must have a 3.0 GPA to be eligible for appointment–NO EXCEPTIONS! Students enrolled in credential programs are not eligible for this position.

Exceptions: Exceptions to minimum eligibility qualifications may be granted at the sole discretion of the hiring department/authority.

Hiring Criteria: Desired skills and abilities will vary according to the specific position, but specific skills in research, electronic content management, and data management are highly desired. Strong computing and oral/written communication skills are integral to the position.

Deadline to Apply: Applications will be accepted until position is filled. Successful applicants will be contacted.

If you are Interested: Please contact Leanne Thiltgen by email: LETHILTGEN@sdsu.edu

A background check (including a criminal records check) must be completed satisfactorily before any candidate can be offered a position with SDSU Research Foundation

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