STUDENT ASSISTANT
UPWARD BOUND
University of Hawaii at Hilo

Duties: Prepare program documents and materials. Assist in dissemination of program materials to interested persons. Handle telephone, email and in office inquiries about program and application process. Accept information form applicants and assist in processing completed applications for review and approval. Assist in maintenance of confidential program, institutional and federal documents, files and reports, consistent with professional office practices and standards. Type and process personnel, payroll documents, process forms for the procurement of supplies and services. Assist in the development and reproduction of instructional materials. Assist with the implementation and evaluation of program activities/events.

Minimum Qualifications: Ability to learn and perform college and/or professional office responsibilities, including the operation of a computer related software applications, enter information into electronic database, file information in physical (hard-copy) records, collate and disseminate program materials, perform day-to-day institutional support activities, such as answer phones, take messages, accurately type documents, enter/maintain information in database, assist with supply and equipment inventory, and assist with implementation of program activities/events, assist with the maintenance of program forms/documents, personnel records, materials and resource procurement. Must be reliable, must be able to follow instructions and work independently with limited supervision, and must be available to work evenings and weekends.

Desired Qualifications: Prior successful Upward Bound or similar educational equity program work experience; desire to work high school students/parents; personal experience overcoming academic and/or economic barriers similar to those typically encountered by the Upward Bound target population enroute to attain a postsecondary education.

The University of Hawaii is an EEQ/AA Employer D/M/V/W