Job Title: TRiO Upward Bound Helper

Duties:
The Upward Bound Program is a Pre-College program designed to help/assist low-income/first generation students. The Program is responsible for 73 high school participants in completing their high school graduation requirements and apply and enroll in post-secondary education. Throughout the academic school year, the program offers student services to participants to enrich and further their academic career potential for academic success.

The required duties for the position is to perform a wide range of administrative and office support activities for the department and/or supervisors to facilitate the efficient operation of the Upward Bound program. The following are job related duties:
- General clerical duties including photocopying, fax and mailing
- Handle requests for information and data
- Assist in Upward Bound meetings
- Participate in Programming events (Saturday Sessions, Field Trips, Meetings)
- Assisting with program participants

Additional duties (not included in job description):
- Planning and Organizing Skills
- Creative thinking
- Team player

Number of positions: 2

Department: Upward Bound

Work Location (room # or area): Student Services Building

Desired number of hours per week: 16-20

Duration:
- [ ] Spring Only
- [ ] Fall & Spring
- [x] Academic Year

Contact information to set up interviews

Name: Michael Osorio
Phone #: 408-223-6764

Email: Michael.Osorio@evc.edu