

## **SJSU International House Student Assistant Positions**

Please complete the online Google Forms application

- All Student Assistants must work 2 shifts at the Internationally Inspired Pancake Breakfast on and 2 shifts at Admitted Spartan Day
- Position duration is for one semester based on performance.
- Research Foundation timesheets must be turned in every two weeks. Deadline to submit timesheets is two days prior to the 1<sup>st</sup> and 15<sup>th</sup> of each month. Work logs must also be turned into I-House for most positions.

**\*\*Please note, students may work up to 20 hours/week on campus including I-House jobs\*\***

### **All-Around Aides**

The All-Around Aides will perform a wide variety of tasks around the I-House and should remain flexible. Responsibilities include laundry, organizing storage spaces, emptying recycling on weekdays and trash cans in the common areas on the weekends, upkeep of the exterior ground areas to supplement weekly grounds maintenance performed by professional groundskeepers including parking lots, front porch, and back patio. Responsibilities may include minor furniture repairs, replacing window blinds, changing light bulbs, painting, washing windows, and other jobs deemed appropriate by the Director. At least three hours must be done Monday through Friday during office hours (10am-6pm).

### **Bathroom Aides**

Weekend responsibilities for tidying the women's or men's bathroom and utility rooms. This task is to be completed a couple of times each day on Saturday and Sunday. Typical duties include but are not limited to: picking up paper and hair from the floor, cleaning the counters, and emptying trash cans in bathroom and utility room on weekends as needed; cleaning the shower curtains once per month; emptying recycling and removing and washing any dirty dishes in the utility rooms. Residents applying for Bathroom Aide are eligible to be awarded a second position in addition to Bathroom Aide.

### **Coffee Night Coordinator**

Must be available Tuesday evenings from 7 – 11 p.m. + 2 additional hours each week.

With Resident Advisors, coordinate weekly coffee nights including engaging resident participation, selecting theme, ensuring flyer creation + food and beverage procurement, organizing set-up and clean-up. The Coffee Night Coordinator must take initiative to welcome residents and visitors to I-House and to help them connect with each other at each Coffee Night. Promote Coffee Nights to SJSU students on social media.

### **Computer Aide**

Must have knowledge of computers, servers, networking and security. Duties include performing weekly maintenance, updates, and back-ups of computers; guiding resident and guest use of I-House computers and network; performing general hardware maintenance on computers and printers; keeping the computer and server rooms clean; and supporting the Network Administrator to maintain the network. The Computer Aide must attend one monthly Friday 8 a.m. meeting with the San Jose Rotary Club's International House Committee. Computer Aides should expect to be generally available to assist residents and be proactive to suggest ways to improve the network and computer use.

### **Cultural Events Coordinator**

Create opportunities for residents to explore local culture. Organize attendance by residents to attend

local Bay Area theater productions and coordinate opportunities to visit local museums. Promote events on social media, at group events, and person-to-person. Non-residents may be invited to participate in some opportunities. 4 hours per week hourly pay to coordinate and lead events. Coordinator's ticket to events will be covered in lieu of hourly pay to attend events or visit museums.

### **Flag Aide**

Responsible for selecting flag rotations to represent countries of all residents, organizing and maintaining inventory of flags, and cleaning and ironing flags as needed. Communicate with San Jose Rotary International House committee members regarding required purchase of flags. Attend Rotary Club I-House committee meetings on last Friday of each month at 8:00 a.m. Residents applying for Flag Aide are eligible to be awarded a second position in addition to Flag Aide.

### **Kitchen Aides**

Responsible for keeping the student kitchen clean. Typical duties include but are not limited to: emptying the trash; sweeping and mopping the floor; cleaning the oven and microwave; cleaning and organizing cupboards and refrigerators; wiping off tables, chairs, stove top, counters, and walls; and cleaning and putting away dishes as needed. At least three hours must be done Monday to Friday during office hours (10am-6pm).

### **Office Aide**

Qualifications: Availability to work required between the hours of 10am and 6pm, Monday through Friday. Previous office experience preferred but not required. Seeking accuracy at database entry (Adobe Access database) and filing, creative design (using Canva, Adobe InDesign or other programs), and phone skills. Friendly and helpful within a diverse cross-cultural environment. Ability to maintain confidentiality and appropriately handle sensitive communications and confidential records. Takes initiative and can work independently. Strong oral and written communication skills. Ability to handle multiple projects and prioritize tasks. Skills assessment will be conducted.

### **Evening Receptionist**

Evenings 6 to 11 p.m. Typical duties include, but are not limited to, answering lobby phone and taking messages, answering the door, making sure that guests sign in as they enter the House and informing residents when they have guests, and forwarding mail. Receptionist schedules will vary from week to week. No prior experience is required. Persons applying must be able to understand and be understood by others who speak English. Must be willing to work occasional weekend evenings.

### **Traditional Dress Aide**

An organized and self-motivated resident is sought to maintain the Traditional Dress collection. Typical duties include: Ensuring all outfits are clean and repaired, labeled correctly and inventoried accurately on check-out spreadsheet. Add, label, and catalog new outfits. Check out Traditional Dress the week before Pancake Breakfast (PCB) and collect all outfits within two days after PCB.