

Student Assistant Position Opening!

- Compensation: \$15 an hour
- Hours: Part-time (20 hrs a week)
- Hours of operation: Monday- Friday

Qualifications:

- Undergraduate student
- Basic understanding of administrative concepts
- Desire to contribute to the success of the SF BUILD program.

Essential Functions:

- Greeting visitors
- Making copies/faxing
- receiving/distributing received mail
- Manage student& faculty travel on excel
- Errands to various parts of the campus
- Work alongside Assistant Director& Program Assistant in preparing/ editing excel spreadsheets
- Website maintenance & design

How to apply: Email resume and cover letter

Contact: Program Assistant Devon Espinoza
die@sfsu.edu

visit: sfbuild.sfsu.edu



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