Foundation for California Community Colleges

**Student Assistant – California Afterschool Network**

**JOB DESCRIPTION**

Category: Student Assistant, Part-time, Non-exempt  
Supervisor: CAN Program Director, Policy & Outreach  
Last Updated: 1/2/20

**About the Organization**
The California AfterSchool Network’s (CAN) purpose is to increase access to high-quality out-of-school time programs that support success for all children and youth. CAN is of the field and for the field, serving as a collaborative nexus for diverse out-of-school time stakeholders to collectively address significant field needs and advance innovation. CAN is a catalyst for quality, building capacity by promoting a shared vision of program quality and advancing a culture of continuous improvement. CAN is a one-stop communication hub, providing information on tools, data, resources, policies, and practices for all out-of-school time stakeholders.

CAN is a fiscally sponsored project of the Foundation for California Community Colleges (the Foundation) as of Spring, 2015. The Foundation, located in Sacramento, has served as fiscal sponsor to a number of educational, government, and non-profit organizations. Incorporated in 1998, the Foundation serves as the official auxiliary to the California Community Colleges’ Board of Governors and the system-wide Chancellor’s Office. With a full-time staff of approximately 130, the Foundation is a fully professionalized organization with expertise to provide efficient back office support to manage grants, contributions, and earned income.

In partnership with the Foundation, CAN is well-positioned to ensure children and youth benefit from high-quality out-of-school time learning and enrichment opportunities, resulting in positive developmental, academic, and wellness outcomes and increased readiness for college, career, and civic life. For more information, please visit our website: [www.afterschoolnetwork.org](http://www.afterschoolnetwork.org).

**The Opportunity**
As the Student Assistant, one will provide administrative support to the CAN Program Team and Executive Director. The Student Assistant will perform a variety of functions to support the activities of CAN including but not limited to correspondence, reception, logistics, and general office operations.

**Essential Job Results and Duties/Responsibilities**

- Provide administrative support by scheduling meetings and conference calls, making travel arrangements, managing Executive Director calendars, distributing meeting materials and taking notes.
- Coordinate conference and meeting attendance for CAN team and CAN Leadership Team, including registration, lodging, and travel.
- Track conference proposal submission deadlines and provide administrative support for the submission process.
- Assist with event and meeting logistics (e.g., invitations/RSVPs, meeting room arrangements, catering, AV requirements, etc.)
- Manage shipping and mailing services for the CAN team and Executive Director.
• Organize and maintain paper and electronic files
• Work closely with the Program Directors and Executive Director to track and organize documents through web-based tools (SharePoint, Dropbox, Google Drive, etc), provide general office support (phones, messages, ordering supplies) as needed, and coordinate other CAN activities
• Work with CAN Staff to submit expense reports

Ideal Knowledge and Skills
• Ability to plan, coordinate, and prioritize projects while keeping appropriate personnel apprised of status on a regular basis
• Strong written and verbal communication skills
• Ability to read, analyze, and interpret policy and academic research documents
• Ability to effectively present information
• Excellent organizational and problem-solving skills
• Strong initiative and follow-through skills
• Ability to demonstrate initiative and accountability
• Learns quickly and willing to ask for help

Education and Experience
Any combination of the listed experience and education are indicative of preparation likely to impart the knowledge, skills, and abilities related to the essential job results.
• Must be currently enrolled in an institution of higher education in a social science, business, or related major with a 2.0 GPA or higher.
• Must be able to illustrate strong research and writing skills.

Supervisory Responsibilities
None

Level of Supervision
General supervision: routine duties are performed with minimal supervision, work is reviewed upon completion.

Working Conditions and Travel
Well-lighted, heated and air-conditioned indoor office setting with adequate ventilation.

To Apply
For immediate confidential consideration, please submit a letter of interest and resume saved as Microsoft Word (.doc/.docx) or Adobe Acrobat PDF (.pdf) documents to jobs@foundationccc.org. Please include in the subject line: "Student Assistant, California AfterSchool Network". The application process will be open until the position is filled.

The Foundation for California Community Colleges provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, sexual orientation, gender identity, gender expression, national origin, age, veteran status, disability or genetics. In addition to federal law requirements, The Foundation for California Community Colleges complies with applicable state and local laws governing nondiscrimination in employment.