



Become a Student Administrative Assistant for the academic year 2025 – 2026

Apply Today!

CHASS F1RST First-Year Experience Programs support students in the College of Humanities, Arts, and Social Sciences during their first year at UCR. We support both frosh students and new transfer students. We provide the tools, opportunities, and experiences to be successful at UCR and beyond.

Job Description

The Student Administrative Assistant (SAA) will work in support of CHASS F1RST and all programs associated with the office. Student Administrative Assistants receive direct supervision from the CHASS F1RST Academic Specialist, and SAAs will support the CHASS F1RST staff with programming, activities, and events. The SAA is expected to meet the obligations and responsibilities of the position in a timely manner. These obligations and responsibilities include being on time, following the established schedule of hours, and recognizing that the other members of the office rely on the SAAs being present for their shift/s. All SAAs must be friendly and encouraging at all times. Appointments to the position are subject to quarterly review by the Academic Specialist of CHASS F1RST. This position is in-person only.

Other obligations and responsibilities are as follows:

- Must be available to work in-person at the CHASS F1RST office.
- Must complete the Employment Misconduct Disclosure Form.
- Must enroll in CHFY 198I for Fall 2025.
- Serves as front desk person, acknowledge and greet students/visitors when they walk in, and answer any questions with professional etiquette.
- Check the CHASS F1RST email throughout the day.
- Maintain all social media outlets used by CHASS F1RST, contribute to the CHASS F1RST Newsletter, update all event materials, update and maintain the website calendar.
- Regularly monitor and respond to emails in the CHASS F1RST inbox.
- Maintains office calendar for CHASS F1RST, Transfers 1st Program, Peer Educators, Transfer Ambassadors, and Graduate Student Researcher.
- Maintains and updates rosters, folders, files, and digital systems used by the department.
- Work with CHASS F1RST staff to collect data and provide evaluation/assessment of different programs developed in the CHASS F1RST office. Assist CHASS F1RST staff with typing, creation of power points, and other materials necessary for the administration of the unit.

- Monitor office supply inventory and coordinate pickups or deliveries of materials and event-related items.
- Check the printer and stock it with paper if needed, assist Peer Educators with making copies, and assist with troubleshooting if printer issues arise.
- Keep the front desk area, break room, small storage area tidy and clean. All common areas in CHASS F1RST need to be presentable and clean at all times.
- Dispose of expired foods, clean any spills, and maintain fridge cleanliness.
- Other duties as assigned.

Compensation: \$16.50 per hour (Student Assistant I, Title Code 4922).

Applications open on **Handshake on July 1, 2025**. If you are interested in applying, please upload your resume and cover letter to Handshake no later than **Tuesday, July 15, 2025, by 1:00 PM**. ***Incomplete applications will not be considered for an interview.***

Interview Details:

- Virtual interviews will be conducted on July 28-29, 2025.
- The expected start date is Monday, September 15, 2025, with in-person training before the quarter begins.
- A mandatory three-day Staff Orientation will take place from September 22-24, 2025.

This opportunity is open to undergraduate students only, with preference given to CHASS majors.

For questions or concerns, please email Stella Rocha, Academic Specialist at Stella.Rocha@ucr.edu

For more information on CHASS F1RST, please visit our website at: <http://www.chassf1rst.ucr.edu>

Work authorization is required. Under Federal Law, the University of California may employ only individuals who are legally able to work in the U.S. as established by providing documents specified in the Immigration Reform and Control Act of 1986.