



Student Assistant (University Representative - JusticeCorps)

Class Code:
4798

Bargaining Unit: Unrepresented - Non-management

SUPERIOR COURT OF CALIFORNIA, COUNTY OF ALAMEDA
Revision Date: Apr 15, 2009

SALARY RANGE

SEE SALARY SCHEDULE

JOB DESCRIPTION:

Job Definition

Under direction, to perform recruitment and support to Bay Area Project members; to collaborate with the three Bay Area partner courts, and the community service programs in several colleges and universities; and to perform other related duties as assigned. The Bay Area JusticeCorps is a regional project sponsored by the Superior Court of California, County of Alameda in partnership with the Superior Court of San Francisco, San Mateo and Santa Clara counties. The JusticeCorps project members are volunteer college students who assist in court-based, self-help legal access centers in the three partner courts.

These are limited-term, part-time grant-funded positions.

EXAMPLES OF DUTIES:

NOTE: The following are duties performed by employees in this classification; however, employees may perform other related duties at an equivalent level. Each individual in the classification does not necessarily perform all listed duties.

1. Assists with the recruitment and orientation of students to the JusticeCorps Program.
2. Facilitates campus-based mentoring sessions.
3. Monitors members' on-going progress through written and verbal communication.
4. Maintains contact with appropriate site supervisors on a weekly basis.

5. Collects timesheets, travel expense claim forms and legal form review sheets from site supervisors on a monthly basis.
6. Assists in planning and organizing training or special events.
7. Maintains program records.
8. Participates in collaborative partnerships with other campus JusticeCorps representatives, community agencies and JusticeCorps staff.
9. Holds office hours at the assigned campus service learning center.
10. Performs other related duties as assigned.

MINIMUM QUALIFICATIONS:

Education:

Must be a currently enrolled sophomore, junior or senior student at the University of California, Berkeley, California State University, East Bay, San Francisco State University or San Jose State University for the 2010-2011 Academic Year.

Completion of a term of service with JusticeCorps or other AmeriCorps programs is desirable.

KNOWLEDGE AND ABILITIES:

Knowledge of operation of office equipment, including personal computers, keyboard and mouse, fax machine and copier; and word processing software.

Ability to motivate and lead college-aged volunteers; make sound and objective decisions; manage time in a heavy work schedule; facilitate individual problem recognition, identification and solution; make oral presentations; effectively communicate with people of diverse, socio-economic and ethnic backgrounds; attend scheduled weekend trainings, service days, mentoring sessions and work during university semester breaks; and travel to campus and court locations using public or private transportation.