



JOB ANNOUNCEMENT

Inter Club Council (ICC) Student Assistant

This position is a new student assistant position to assist the Office of College Life, Student Activities Coordinator, in supporting the Inter Club Council and Clubs on De Anza Campus. The person selected may be asked to attend ICC meetings and events. The person selected needs to ensure priority scheduling is with this position and not with DASG or ICC commitments. Scheduled hours, not exceeding 19 hours per week, will be determined by the Coordinator with priority to the position requirements and in conjunction with the student's class schedule.

Job Title: Administrative Assistant I

Student Employee position. See below for eligibility requirements.

Duties:

Under the supervision of the Student Activities Coordinator, Office of College Life and ICC Advisor:

- Primarily responsibility to assist ICC Secretary and ICC Advisor in clerical support and responsibilities related primarily to Club Memberships in support of Inter Club Council (ICC)
- Assist ICC Secretary and Advisors/Student Activity Coordinators to maintain (organize and update) ICC and Club computer files and forms (i.e. club information like rosters, quarterly check ins, proof of meetings, meeting times, petitions, constitutions, and club advisors)
- Assist in responding to ICC Advisor emails regarding club inquiries and in person club member inquiries
- Update current ICC forms used in tracking club information, financial reimbursements and meeting requests
- Assist Office of College Life Assistants to reserve facility space and process Club event and meeting requests
- At the direction from ICC Advisors/Student Activities Coordinator, assist Inter Club Council (ICC Chairperson, ICC Chair of Finance, ICC Chair of Club Affairs, ICC Chair of Programs, ICC Chair of Marketing) and ICC Advisor in performing duties pertinent to the ICC
- Research and recommend updates for Club website for content, design, and tools. Receive and organize meeting and event photos from ICC and Clubs.
- Assist with the pre-planning and day of club events: check on space set up, check in assistance, supplies, printing materials
- Oversee Club Room maintenance and use by working with ICC Officers to post space rules and maintain a clean space for ICC and Club use.
- May assist OCL with checkout and inventory of ICC equipment and lockers.
- Other duties as assigned

Qualifications:

- Ability to work cooperatively with diverse students, staff and community representing all groups and special interests
- Understanding of, sensitivity to, and respect for the diverse academic, socioeconomic, cultural, disability and ethnic background of community college students
- English usage/understanding, vocabulary, grammar, spelling, and punctuation (Listening, Speaking, Reading and Writing)
- Ability to communicate effectively both verbally and in writing
- Ability to work independently on assignments after clear direction
- Knowledge of office practices (Prior office experience helpful)
- Detail oriented, patient, desire to learn new skills
- Proficient Computer skills required, copier and printer use
- Ability to use computers and software for word processing & spreadsheets (Microsoft Word & Excel)
- May not be a current ICC Officer, Club Officer/ICC Rep, or Student Trustee due to possible conflicts of interest and scheduling conflicts. May be a DASG Senator or club member.

Hours: Up to 19 hours per week.

The Office of College Life is open 9:00 am – 4:00 pm Monday – Thursday. Scheduling for this position may be between 8:00am – 5:00pm.

Desired hours Mondays and Wednesdays from 9:00am - 1:30pm and other hours to be discussed. Preferred availability in Week 3 of each quarter

on Thursday at 10:00am – 2:00pm for Club Day.

Student Employee Position Eligibility Requirements:

1. Must be enrolled in and maintain 12 units or more at De Anza College
2. Must have a 2.0 or higher cumulative and quarterly GPA
3. Cannot work more than 19 hours per week total for all on campus jobs
4. Should have attempted no more than about 90 units at De Anza and Foothill Colleges
(students can no longer be student employees once they have reached 180 attempted units at both De Anza and Foothill colleges)

Salary: \$19.80 per hour

Deadline: First Review of Applications, December 15. Open until filled **Date of Posting:** 12.08.25

Start Date: As soon as possible, Winter Quarter 2026

**Applications are available online at www.deanza.edu/collegelife/jobs.html
Completed application must be submitted online**

Information about the De Anza Office of College Life can be found on our web site at www.deanza.edu/collegelife