



Office Assistant

Position Type: Full-Time Temporary (Summer Position - 6 weeks)

Location: San Jose/Bay Area

Organization Overview:

The José Valdés Math Foundation is a non-profit, 501(c)3 charitable organization that provides six weeks of summer math instruction to elementary, middle-school and high-school students from low-income families, as well as providing year-round tutoring. We serve approximately 400 to 600 students each summer, and the ultimate goal is for our students to pass Calculus successfully before graduation from high school. We are committed to a diverse, inclusive, and equitable work environment. Read more about our [DEI Policy](#) and [Equal Opportunity Non-Discrimination Policy](#).

Position Summary:

The Office Assistant provides admin support to the Site Principal. This includes the maintenance of teachers, program assistants and student attendance. Engaging with parents and answering parent inquiries and assisting staff on campus.

In this position you will be expected to: take attendance and keep routine records; assure student understanding of classroom rules and procedures and assist students by answering questions, providing proper examples, emotional support, a friendly attitude, and general guidance; prepare mandated reports and documentation as required; tutor individual or small groups of students; provide phone and clerical support to staff; engage with the public when necessary; other duties as assigned by the site principal and/or program director.

Qualifications:

- Completed 10th-grade year before the start of the Valdés Math summer program.
- Excellent communication and interpersonal skills.
- Demonstrate ability to work independently with minimum supervision;
- Enthusiasm for working with students during the summer months.
- Respect the confidentiality of information regarding students and be discreet in dealing with parents and staff;

Compensation:

\$18.50/hour. This position is a temporary position and takes place during the summer break (6 weeks). Full-time hours during the program's duration. Continuation of the paid position is predicated on the organization being successfully funded.

To Apply

Submit an application through the [Summer 2024 Office Assistant Application Form](#). For any questions, please contact Bob Turner, Program Director at bob.turner@josevaldesmath.org.