



JOB OPPORTUNITY

DASG Flea Market Assistant

Eight hours between 5:00 AM and 2:00 PM First Saturday of Each Month

DASG Flea Market Assistant is a position for a "people person". The candidate must be a responsible/dependable individual with an outgoing personality, who wants to enhance their leadership and customer service skills. As the DASG Flea Market Assistant, the candidate will function as the first point of contact to vendors and to the community. The candidate exhibits a general knowledge of the DASG Flea Market organization, keeps up to date with event dates/information while serving as a representative of DASG Flea Market and De Anza College.

Job Title: DASG Flea Market Assistant - Student Employee position.
See the end for eligibility requirements*

Duties and Responsibilities:

- Provide gate keeping support and verify event ticket & vendor information
- Monitor the operations to provide a safe and controlled flea market environment
- Communicate clearly and effectively with vendors and customers of all ages and abilities
- Communicate clearly with colleagues and Flea Market Coordinator about questions & concerns
- Provide excellent customer service to vendors, member of the community, and event staff
- Respond to inquiries about DASG Flea Market, vendors, and spaces location
- Assist in the flea market operation
- Other duties as assigned

Qualifications:

- Available to work the First Saturday of each month year-round (including academic recess)
- Ability to work cooperatively with diverse students, staff, vendors, and members of the community
- Understanding of, sensitivity to, and respect for the diverse academic, socioeconomic, cultural, sexual orientation, disability and ethnic background of staff, vendors, and community representing all groups and special interests
- English usage/understanding, vocabulary, grammar, spelling, and punctuation (Listening/Aural, Speaking/Oral/Verbal, Reading and Writing)
- Ability to communicate effectively both verbally and in writing
- Ability to work independently on assignments
- Ability to problem solving and taking initiatives
- Knowledge of DASG Flea Market Regulations and Rules
- Ability to carry our simple instructions to maintain the order of the event
- Ability to monitor the activities of the event

Hours: 8 hours per month.
First Saturday of Each Month
5:00 AM – 2:00 PM

Salary: \$15.37 per hour

Deadline: Open until filled **Date of Posting:** June 15, 2021

Start Date: September 1, 2021

***Student Employee Position Eligibility Requirements:**

- Must be enrolled in and complete twelve (12) or more units each quarter fall - spring or six (6) or more units for summer quarter (six (6) or more units for all quarters for Work Study students)
- Continuing students who completed twelve (12) or more units and earned a 2.0 GPA in the spring quarter will not be required to be enrolled in six (6) or more units in the summer to be eligible for employment; except Work Study students must be enrolled in and complete six (6) or more units for all quarters.
- Must always maintain a 2.0 or higher GPA, both quarterly and cumulatively
- Cannot have attempted more than 180 units combined at De Anza and Foothill College
- Cannot work more than 19 hours per week total for all on campus jobs

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