



# Job Description

**Department:** Campus Recreation  
**Position Title:** Fitness & Wellness – Student Assistant  
**Time Base:** Maximum 20 hours/week

**Position Reports to:** Fitness & Wellness Coordinator  
**Exempt or Non-Exempt:** Non-Exempt

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*This student assistant position is expected to be performed on campus. Based on CSUSM procedures for re-operation, there may be remote work assignment provide on a temporary basis.*

## **PURPOSE OF POSITION:**

Under general supervision, the Fitness & Wellness - Student Assistant is responsible for providing excellent customer service to all patrons and participants of Campus Recreation events, while serving as an ambassador of Campus Recreation by working to increase student life, create a healthy campus climate, and promote wellness throughout campus. This position may assist in coordinating, implementing, and planning projects of a varied and complex nature and foster working partnerships with several other entities on campus.

## **Positions Requirements**

- Must be continuously enrolled at least half-time during the academic year. Undergraduate students (including credential students) must be continuously enrolled for a minimum of 6 units. Graduate students must be continuously enrolled for a minimum of 4 graduate level units
- Must maintain a minimum cumulative GPA of 2.0
- Must remain in good standing with the University
- Must be able to lift up to 50 pounds
- Current CPR/AED Certification and/or Instructor Certification or willing to obtain within three (3) months of hire
- Ability to work well with diverse groups, and event types including events for and by students, faculty, university departments, and community groups.
- Ability to be organized, outgoing and reliable
- Must be available to work some weeknights as well as afternoons on Friday and weekends.

## **Responsibilities include, but are not limited to:**

- Enforce principles and values stated within the Employee Handbook
- Create and implement fitness + wellness programs and services
- Collaborate with campus partners to develop and implement health and fitness related programs/services
- Assist with the program evaluations and assessment through participant surveys
- Provide customer support for event coordinators, attendees and to the campus community
- Assist with event support, coordination, set-up, and clean-up including trash removal.
- Assist with cleaning, organizing, and storing equipment related to events.
- Collaborate and outreach/market to the campus community about Fitness Classes, and Fitness + Wellness related programs and events
- Prioritize safety and risk management at all times.
- Assist in other areas of the department as needed.
- Assist in organizing and implementing recreation programs and activities.
- Attend scheduled meetings, retreats, conferences, and other professional development opportunities as needed
- May be required to work some nights and weekends
- Additional tasks as assigned

**Student Assistants** will have the opportunity to (or will be requested to) work additional hours assisting with Campus REC events as needed.

**Hourly Rate:** Starting at \$15.00/hour