



Job Description

Department: Campus Recreation
Position Title: Outreach Student Assistant
Time Base: Maximum 20 hours/week

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

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 Campus Recreation Outreach Student Assistant is responsible for providing excellent customer service to all Campus Recreation programming participants, while serving as an ambassador of "REC" by working to increase student life and promote programs throughout campus.

Position 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 have (or obtain within first two months of employment) CPR, First Aid, AED certification.
- Must be able to lift up to 50 pounds.
- 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 and weekends when needed.

Responsibilities include, but are not limited to:

- Help out with publicity and promotion for all Campus Recreation programming and events.
- Conduct outreach to the campus community about Campus Recreation programming and events through tabling, A-Frames, and Outreach events
- Attend and assist with Campus Recreation meetings to determine operations priorities, timelines, and tasks.
- Provide customer support to the campus community
- Attend all required Campus Recreation student assistant training programs
- Provide customer support for all Campus Recreation Pro Staff + Student Coordinators/Assistants
- Always prioritize safety and risk management at all times
- Comply with all university and Campus Recreation policies and procedures.
- Attend scheduled meetings, retreats, conferences, and other professional development opportunities as needed.
- Assist in other Campus Recreation programs and duties as needed

Hourly Rate: Starting at \$15.00/hour