

Job Description

Department: Campus Recreation

Position Reports to: Assistant Director – Campus Recreation

Position Title: Sport Clubs Student Assistant

Exempt or Non-Exempt: Non-Exempt

Time Base: Maximum 20 hours/week

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

PURPOSE OF POSITION:

Under general supervision, the Campus Recreation Sport Club Student Assistant is responsible for providing excellent customer service to all patrons and guests of the Clarke Field Hours, while serving as an ambassador of "REC" by working to increase student life and promote wellness throughout campus. This position may coordinate, implement, and plan projects of a varied and complex nature and foster working partnerships with several other entities on campus. The selected individual will gain experience assisting and learning the administration of the Sport Clubs program. The Sport Clubs Student Assistant will also gain experience understanding the day-to-day operations of the Sport Clubs program, including travel and communication with the Sport Club Officers.

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.
- Kinesiology Major or related field preferred

Responsibilities include, but are not limited to:

- Ability to provide excellent oral and written directions.
- Ability to work well with diverse groups, clients, constituents, and event types including events for and by students, faculty, university departments, and community groups.
- Help with completion of Sport Clubs membership packets.
- Support the Sport Clubs department by attending monthly Sport Clubs Executive Board and Council meetings.
- Communicate to Officers about important deadlines and updates regarding the Sport Clubs department.
- Promote the development of Sport Clubs program and the CSUSM community needs on an on-going basis.
- Play a role with the organization and marketing of the Campus Recreation Banquet.
- Provide support for marketing staff and advertising efforts to ensure promotion of the Sport Clubs program.
- Assist with Sport Clubs travel preparation and risk management.
- Attend and assist with Campus Recreation meetings to determine operations priorities, timelines, and tasks.
- Provide customer support for participants and attendees.
- Comply and assist with all CSUSM and Campus Recreation policies and procedures.
- Related tasks as assigned.

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

Hourly Rate: Starting at \$15.00/hour