



# Job Description

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

**Position Reports to:** Marketing & Communications Coordinator  
**Exempt or Non-Exempt:** Non-Exempt

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## **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.

*Average work hours will be 10-15 max unless under other approved circumstances.*

## **Job Description:**

### **Positions Requirements**

- Must be continuously enrolled at least half-time during the academic year. Undergraduate students (including credential students) must be continuously enrolled in a minimum of 6 units. Graduate students must be continuously enrolled in a minimum of 4 graduate-level units.
- Must maintain a minimum cumulative GPA of 2.0 and 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.
- Attend ALL required training programs.

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

- Assist with publicity and promotion for all REC programming and events.
- Conduct outreach to the campus community about REC programming and events through tabling, A-Frames, Outreach events, and more.
- Attend and assist with REC meetings to determine operations priorities, timelines, and tasks.
- Provide customer support to the campus community.
- Provide customer support for all REC staff.
- Always prioritize safety and risk management.
- Comply with all university and REC policies and procedures.
- Attend scheduled meetings, retreats, conferences, and other professional development opportunities as needed.
- Participates in regular meetings for all REC marketing campaigns.
- Accepts and learns from constructive feedback and asks for assistance when necessary.
- Assists and conducts presentations on behalf of REC for CSUSM campus partners.
- Serves as an ambassador for REC by providing high energy, enthusiasm, and effective communication.
- Assist in other REC programs and duties as needed.

### **Benefits:**

- Professional Experience in the field of outreach and communications, marketing, advertising, public speaking, event logistics, and more.
- Professional development opportunities within/outside of CSUSM
- Peer-to-peer collaboration and personal development
- Welcoming and fun atmosphere structured around hands-on learning.

**Hourly Rate:** Starting at \$16.00/hour