



Job Description

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

Position Reports to: Marketing & Communications Specialist
Exempt or Non-Exempt: Non-Exempt

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 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 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: 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