



## Student Leadership & Involvement Center

### Job Description – Student Specialist

**Project Name:** Student Leadership & Involvement Center    **Job Title:** Student Assistant

**Hours/Week:** 12 to 18 (Federal Work Study accepted)    **Hourly Wage:** \$16 per hour

**Length of Appointment:** August 2024 - May 2025

**Purpose of Job:** Student assistants are an essential component of the day-to-day functions of the Student Leadership & Involvement Center (SLIC). Their purpose is to assist professional staff in various areas to provide CSUSM students with professional, academic, and personal development through co-curricular programs.

### Position Requirements

- Minimum 2.50 GPA (Cumulative and prior term)
- Currently enrolled student (minimum of 6.0 units) in good standing at CSUSM
- Positive attitude & enjoy working on a team
- Ability to manage projects independently and take initiative
- Strong interpersonal, communication, and writing skills
- Ability to speak to groups (workshops and presentations)
- Maintenance of professional office etiquette in a fast-paced office environment
- An awareness and appreciation for working with a diverse student population

### Position Responsibilities

#### General Duties

- Provide staffing coverage for SLIC front desk, including answering phones, greeting and responding to SLIC visitors, and tracking space utilization
- Respond to basic inquiries about SLIC programs and services via email, phone, and in-person
- Provide direction on the process for utilizing various SLIC services and supplies
- Assist with administrative duties supporting SLIC programmatic areas (Student Organizations, Fraternity & Sorority Life, Leadership Programs, and Tukwut Life)
- Provide support to SLIC events and programs and assist with event setup, student check-in, answering questions, overall event management and facilitation, and event cleanup
- Ensure SLIC spaces are clean and functional
- Enforce campus posting policy, as assigned
- Attend weekly staff meetings, semesterly staff trainings, and other required meetings, trainings, and personal/professional development workshops
- Other related duties as assigned



## **SLIC Programmatic Area Responsibilities (Student Organizations, Leadership Programs, Fraternity & Sorority Life, TStudent Engagement)**

- Meet regularly with assigned SLIC staff supervisor
- Manage and support tracking efforts for SLIC events and programs (ie. workshops, student organization trainings, events, etc.)
- Assist in developing programs and services related to program area initiatives
- Assist student leaders with 25Live and the campus event planning process
- Assist student organization members with questions regarding campus policies and procedures
- Assist with management of student organizations via Presence
- Create handbooks, flyers, and other materials via appropriate software program, as assigned
- Facilitate and develop workshops, as assigned
- Compile appropriate assessment data and analyze results, as assigned
- Create marketing materials for SLIC events and programs to be used for social media, flyers, A-frames, digital signage, newsletters, and other publications
- Assist with maintaining Student Leadership & Involvement Center website and social media accounts
- Other related duties as assigned



**Important Dates and Commitments**

Date	Time	Event	Staffing Needs/Notes
August 2024	TBD	Fall Semester Student Staff Training	<b>Required for all staff.</b> 2-3 days; specific dates TBD pending availability of team members.
August 14-15, 2024	8am-3pm	Student Organization Leadership Conference (SOLC)	All staff requested
August 23, 2024	5pm-10pm	Miiyu (campus welcome event)	All staff requested
August 24, 2024	TBD	FSL Welcome Event	All staff requested
August 27, 2024	11am-2pm	Meet the Greeks	Support as scheduled
September 5, 2024	9am-2pm	Student Organization Fair	Support as scheduled
September 9, 2024	5-8pm	MGC/IFC Kickoff	Support as scheduled
January 2024			<b>Required for all staff.</b> 1-2 days; specific dates TBD pending availability of team members.

**Recurring Commitments**

Date	Event	Time	Notes
Fall & Spring semester	Weekly 1-hour staff meetings	Regular day and time TBD pending availability of team members.	<b>Required for all staff.</b>
Fall & Spring semester	Weekly 30-60 minute meetings with assigned supervisor	During your scheduled shifts	Determine regular time with your assigned supervisor

**\*Please note these dates and times are subject to change, and there may be additional events added throughout the semester. We will give as much advance notice as possible to allow for scheduling. If you ever have a conflict with these dates, notify your supervisor as early as possible to determine a solution.**