California State University SAN MARCOS

Job Description

Department: University Student Union

Position Reports to: USU Student Programs & Services Specialist

Position Title: Activity Center Assistant

Exempt or Non-Exempt: Non-Exempt

Time Base: Average 15 hrs/wk, Maximum 20 hrs/wk

PURPOSE OF POSITION:
Under general supervision, the University Student Union Activity Center Student Assistant is responsible for providing excellent customer service to all patrons and guests of the University Student Union, while serving as an ambassador of the USU by working to increase student life 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.

Activity Center Assistant

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 2.0 cumulative GPA.
- Must remain in good standing with the University.
- Must be able to lift up to 50 pounds.
- Must be available to work evenings as required for USU operation and events.
- Attend all required training programs.

Responsibilities include, but are not limited to:

- Meet with USU staff and review written directions to determine operations priorities, timelines, and tasks.
- Provide information related to USU operations and events and promote participation to guests.
- Attend all required USU Student Assistant training programs and staff meetings.
- Open and close facility using proper checklist duties.
- Clean and perform basic maintenance of Activity Center equipment.
- Have a basic understanding of Activity Center equipment operations.
- Ensure that patrons are adhering to expectations of safety and etiquette in the space.
- Follow a detailed daily cleaning schedule of Activity Center seating areas, equipment, and desk area.
- Contribute to the Activity Center incentive programs as assigned.
- Check out equipment for specific Activity Center activities.
- Answer incoming calls appropriately and accurately record information.
- Greet and direct customers and provide assistance as needed.
- Assist with programs and events hosted in the Activity Center.
- Related tasks as assigned.

Activity Center Assistants will have the opportunity to (or will be requested to) work additional hours assisting with University Student Union events and operations.

Hourly Rate: Starting at $17.40/hour