California State University SAN MARCOS

Job Description

Department: University Student Union (USU)
Position Title: USU Operations Student Assistant
Time Base: Maximum 20 hours/week

Position Reports to: USU Event & Logistics Coordinator
Exempt or Non-Exempt: Non-Exempt

PURPOSE OF POSITION:
Under general supervision, the USU Operations 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.

USU OPERATIONS STUDENT 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 summer, evenings and weekends as required for USU operations and events.
- Attend all required USU student assistant training programs.

RESPONSIBILITIES INCLUDE, BUT ARE NOT LIMITED TO:

- Meet with USU staff and review directions to determine the operations priorities, timelines, and tasks
- Assist with event support for events at the USU
- Arrange furniture set-ups in all USU facilities' meeting rooms and event spaces as requested by customers in accordance with the daily set-up sheets in advance of their program start times
- Provide and support the use of audio/visual equipment including microphones, computers, DVD/VCRs, lighting, sound systems, and sound boards
- Follow a detailed daily and evening cleaning schedule of public usage areas, access areas, restrooms, dining areas, hallways, and outdoor activities, including cleaning up spills and trash removal
- Assist the USU Student Building Lead in the responsibility for the entire security lock-up of all USU and equipment at the beginning and end of each business day in accordance with established policies and procedures
- Assist with cleaning, organizing, and storing equipment related to events
- Performs preventative maintenance, service, and minor repairs of USU building areas and equipment
- Post publicity and set-up/retrieve A-frames for promoting USU events
- Provide customer support for event coordinators and attendees
- Assist in enforcing building use policies and procedures
- Prioritize safety and risk management at all times
- Assist in other areas of the building as needed
- Comply with all university and USU policies and procedures
- Other duties as assigned

SCHEDULE & WORKING CONDITIONS
This is a part-time position. Must be able to work a minimum of 8 hours per week. Must have a flexible schedule to work weekends, holidays, and long hours on an as needed basis. Ability to work during summers and break periods is preferred.

PHYSICAL DEMANDS
Physical requirements include but are not limited to: walking, walking over rough or uneven surfaces, bending, stooping, climbing, and working in confined space, lifting, pushing, pulling and carrying loads.

Depending on job tasks, physical demands may require standing and walking for extended lengths of time and may require lifting, pushing, pulling, moving and carrying items up to 50 pounds (with assistance and unassisted), and using ladders.

USU OPERATIONS STUDENT ASSISTANT will have the opportunity to (or will be requested to) work additional hours assisting with USU events.

RESPONSIBILITIES FOR THESE ADDITIONAL HOURS MAY INCLUDE BUT ARE NOT LIMITED TO:

- Coordinate admission to campus film series and campus events
- Assist with room set-up/clean-up for campus events
- Operate audiovisual equipment
- Serve food or beverages for events (Must be willing to be trained in food handlers safety)

Hourly Rate: Starting at $17.40/hour