



## Student Assistant

### JOB DESCRIPTION

**Department:** Learning and Tutoring Services

**Position Title:** STDNT ASST.      **Classification:** Academic Student Employee

**Job Code:** 1150

### **PURPOSE OF POSITION:**

Performs receptionist duties. Assists with daily operations of the center. Working in collaboration with the LTS professional and student staff, the Student Assistants help identify student needs and support programmatic creation. Student assistants work independently and collaboratively to make LTS a welcoming space for all students, faculty, and staff who enter.

### **LIST OF DUTIES FOR EACH MAJOR RESPONSIBILITY:**

Performs student assistant duties

- Greets students, faculty and staff
- Helps keep a clean and well-stocked center
- Answers phones, checks out materials, and maintains inventory
- Refers students, faculty and staff to appropriate resources
- Assists in preparing materials for events
- Distributes mail and forms across campus
- Assists with department activities
- Responsible for basic administrative needs – filing, labels, binders, etc.
- Keeps supply cabinet organized and notify the supervisor when supplies are low
- Reports issues or problems to the supervisor immediately
- Completes additional projects as assigned
- Collaborate across centers to share knowledge and resources among students and teams
- Creates marketing materials to promote center and activities

### **REQUIREMENTS OF POSITION:**

#### **1. List certificates, licenses, or education required**

- Current CSUSM student
- Enrolled in 6 (undergraduate) or 4 (graduate) or more units for each semester of hire
- Prior office experience preferred
- Completes FERPA and other campus required trainings
- Must be able to attend all training days
- Must provide **at least 6 hours of availability** for scheduling purposes

#### **2. List additional knowledge, skills, and abilities required for this position**

- Able to master and perform assigned work
- Works cooperatively with faculty, staff, and other students
- Able to accept responsibility



- Strong organizational skills, the ability to multi-task, and the confidence to take initiative
- Excellent interpersonal skills
- Maintain and promote collegial work environment
- Able to work in Microsoft Office suite of software

**3. List machines, tools, equipment, and motor vehicles used in the performance of the duties**

- General office equipment such as telephones, copiers, printers and PC or Mac computers.

**PAY RATE/SALARY**

The hourly rate for the student assistant position begins at \$16.00.