



## Santos Manuel Student Union of California State University San Bernardino

**Position Title:** Graduate Assistant, Programs **Department:** Recreation & Wellness

**Job Type:** Part-Time, Hourly, Non-Exempt

**Salary:** \$17.00 per hour

**Tuition Benefit:** ~\$5,441 Annually (6 units in-state tuition)

**Location:** Incumbent will be located at the Palm Desert Campus

**Work Schedule:** This is a regular, part-time, hourly position. Willingness to work a flexible schedule as necessary to respond to emergency/urgent situations is required. This may include working extended hours, evenings, weekends, and some holidays

**First Review Deadline:** Friday, February 18<sup>th</sup>, 2022

### **About the Position:**

Under the direction of the Director of Recreation & Wellness, the Graduate Assistant of Programs will assist with the leadership, planning, development, implementation and evaluation of all Recreation & Wellness programming on the Palm Desert Campus (PDC). They will ensure that the PDC community has access to equitable programs and services that the department provides for the whole CSUSB community. They should possess the ability to work both independently and as a team member. Finally, they shall demonstrate the ability to work effectively with a diverse campus population.

### **ESSENTIAL DUTIES & RESPONSIBILITIES**

#### **Primary Functions**

- Assists with the coordination of all programs, services, and collaborations on behalf of Department for the PDC community.
- Recruits, trains, leads and evaluates 3-5 student assistants as well as 2-4 possible academic interns.
- Plans, executes, and evaluates programs to ensure they are meeting the need of PDC.
- Develops and maintains partnerships with local resources and groups to assist with the growth of Recreation and Wellness activities to the campus within the Coachella Valley.
- Provides engaging content to the department's website and social media.
- Monitors budget regularly and ensures adherence to budget guidelines. Suggests steps to adjust expenditures and revenues based on budget tracking and forecasting to Director.
- Utilizes pertinent data, such as Campus Labs, the National College Health Assessment, Partnership for a Healthier America, and other major industry data, to drive programmatic decisions.
- Provides reports on a weekly, monthly, and annual basis.
- Assists in department strategic planning.
- Attends seminars and conferences to maintain program and professional development; earns continuing education units when necessary.

- Assists department management with the training and development efforts for all part-time staff.
- Teach American Red Cross CPR/First Aid courses as needed.
- As assigned by Director, serves on appropriate committees at the department, division, and university level as a champion for Recreation & Wellness related activities.
- Other comparable duties as assigned by the Director.

#### Customer Service and Collaboration

- Knows the mission and goals of the Santos Manuel Student Union and Recreation & Wellness department and commits to achieving them.
- Ensures Santos Manuel Student Union and Recreation & Wellness customer service guidelines are met by all staff in department.
- Ensures department guidelines are established and met by all staff in department.
- Develops and maintains positive working relationships with CSUSB faculty, staff, alumni, and community.

#### **Minimum Qualifications**

##### Minimum & Preferred Requirements

###### Education:

- Bachelor's degree in health science, education, business, or related field program is required
- Must be enrolled in a minimum of six (6) units at California State University, San Bernardino.
- Maintain a semester and cumulative G.P.A. of 3.0.
- 1-2 years of experience working with college students preferred, ideally in a student development or advising capacity.

##### Licenses & Certifications:

- First Aid and CPR/AED certification required (certifications may be obtained within first month of employment) Trainings.
- Sexual Harassment Prevention for Supervisors
- FERPA Data Security & Privacy
- Diversity and Inclusion

##### Performance Expectations:

- Must be professional and courteous at all times
- Must be able to work with different work styles
- Must be able to work efficiently and show initiative
- Must be well organized, be able to effectively multi-task, prioritize work, problem solve, make decisions, and meet scheduled deadlines under pressure
- Must be punctual and regular in attendance: arrive on time and ready for the workday
- Must complete tasks satisfactorily
- Must be able to work independently or as a team member
- Must be able to work effectively with other employees/departments.

### **Knowledge, Skills & Abilities:**

- Must have strong English language skills and the ability to read, write, and verbally communicate at a level appropriate to the duties of the position.
- Ability to operate personal computer, proficiency with Microsoft Office Suite (i.e. Word, Excel, PowerPoint) and ability to learn and utilize new software programs.
- Ability to provide excellent customer service and work well with part-time and full-time staff.
- Ability to take the initiative for additional projects and be self-motivated to initiate interactions with guests.
- Ability to meet deadlines, work effectively in dynamic environment, and prioritize workload.
- Ability to manage information flow (including internal and external communication).
- Ability to initiate collaborative work with diverse students, faculty and staff.
- Ability to pay attention to detail and be accurate.
- Ability to demonstrate thoroughness, completeness, follow through on presentation and appearance of work.
- Demonstrated Experience in student program development, budget management and contract negotiations.
- Demonstrated ability to influence the creation, implementation, and management of a balanced array of programs which reflect students' interests and educational needs.
- Proven ability to assess program impact on student learning, including use of quantitative and qualitative data.

### **Work Environment:**

- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- Work conditions may vary depending upon the location of job tasks required; may occur indoors and outdoors, therefore requiring exposure to a variety of elements. While working indoors, the lighting and temperature are adequate.
- The work environment may involve exposure to various elements including but not limited to: chemicals, dust, fumes, cold, heat, noise, vibrations and dampness.
- While working outdoors, the work environment may involve exposure to various elements including but not limited to: sun, heat/cold, dust, pollens and other environmental risks.

### **Supplemental Information**

A background check (including a criminal records check) must be completed satisfactorily before any candidate can be offered this position with the Santos Manuel Student Union. Failure to satisfactorily complete the background check may affect the application status of applicants or continued employment of current Santos Manuel Student Union employees who apply for the position. Fingerprinting is required for all employee and volunteer positions that have direct contact with minor children.