



A Campus of the California State University

Student Assistant Job Description

Department: CETL Supervisor: Vivienne McClendon
Job Title: CETL Student Assistant
Working Hours: Vary between 9 am and 6 pm, with some weekend hours -8-12 hours/ week
Pay Level: III Hourly Pay Rate: \$9/ hour

Job Summary (purpose or nature of work):
Assist with day-to-day functions of CETL, including faculty development, disability services, EAP, and community engagement, largely through marketing and administrative work.

Job Duties:

1. Assist CE assistants and professional staff in organizing community service activities, communicating with community partners and students to recruit volunteers
2. Market CETL programs, events, and activities on campus through announcements, videos, print media, and social networking/ online communications
3. Assist with events throughout the year, including awards ceremonies, Community Expo, Unity Council events, conferences and workshops
4. Conduct administrative duties (note taking, making copies, etc.) as needed

Required (or Preferred) Skills, Knowledge, and Abilities:

1. Demonstrated commitment to community service cause
2. Driver's license HIGHLY preferred
3. Self-directed and able to work collaboratively
4. Willing to dedicate one weekend day a semester to a community service activity
5. Experience with design and video software preferred

Type of Supervision Required:

Direct Supervision - Student receives immediate, close and regular supervision

General Supervision -- Student receives some delegation of responsibility and independence

Signatories below denote that this position description is an accurate statement of the duties and responsibilities assigned to this position.

Student's Signature: _____ Date: _____

Supervisor's Signature: _____ Date: _____