CAL MARITIME

A Campus of the California State University

Student Assistant Job Description

Department:	**Career Center**	**Supervisor:**	
Job Title:	**Office Assistant (Sea-going)**	**Working Hours:**	
Pay Level:	**2**	**Hourly Pay Rate:**	**$8.50**

Job Summary (purpose or nature of work): Provides life saving and supervises pool during use.

Student will report to Career Center for daily assignments in the areas of career development

Job Duties:

1. Create & post flyers for career centers advertisements
2. Light Office Filing
3. Assist with Career Fair Operations
4. Provide campus tours for company representatives
5. Assist with Commercial Cruise operations

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

1. Able to lift 50 lb
2. Ability to use standard word processing and data collection computer programs
3. Communication Skills (written and verbal)
4. Knowledge of Maritime Industry
5. Able to set commited work schedule with a minimum of 6 hr per week
6. Typing and keyboard skills and the ability to use standard office equipment

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:_____