

A Campus of the California State University

Student Assistant Job Description

Department:	Career Center	Supervisor: James Dalske	
Job Title: Studen	nt Assistant	Working Hours: TBD	
Pay Level:	II	Hourly Pay Rate:	\$ 8.50
Job Summary (purpose or nature of work): Assist the Career Center in developing and implementing Career related resources. Assist in office work, workshops, company presentations, tours, industry research, communication strategies, and assists in career exploration with other students.			
Job Duties: 1. Office Work			
2. Assisting with workshops and company presentations.3. Industry / Job Research			
4. Communication Strategies			
5. Assists other students			
5. ASSISTS OTHER STUDENTS			
Required (or Preferred) Skills, Knowledge, and Abilities: 1. Excellent Communication Skills			
2. Understanding of the hiring process			
3. Participated already in co-op or commercial cruise			
4. Ideas of how to reach fellow CMA students with communication strategy			
5. Priority given to junior class and above			
Type of Supervision	on Required:		
Direct Supervision - Student receives immediate, close and regular supervision			
General Supervision Student receives some delegation of responsibility and independence			
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Signatories below denote that this position description is an accurate statement of the duties and responsibilities assigned to this position.			
Student's Signatur	e:	Date:	
Supervisor's Signat	ture:	Date:	