



A Campus of the California State University

### **Student Assistant Job Description**

Department:	Student Health	Supervisor:	Suzanne Dolan
Job Title:	SHC Student Assistant II	Working Hours:	TBD
Pay Level:	2	Hourly Pay Rate:	\$8.50

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

Under general supervision of the Student Health & Wellness Director and or designee the Advanced Level Student Employee assists with the day-to-day operations and planning to ensure that assignments are completed and deadlines are met.

#### **Job Duties:**

1. Daily support for budget tracking and bookkeeping for CCP, service and commodity requisitions and purchases;
2. Daily support for stock receiving with tracking;
3. Researching and ordering requested office supplies;
4. Weekly oversight of equipment inventory with tracking;
5. Assist with training of all new student employees;
6. Assigns entry level student workers ongoing tasks and projects;
7. Calendar coordinator of student employee hours;
8. Development and ongoing review of a Health & Wellness Center's Student Worker Manual;
9. Inventory support for TSGB Medical Storeroom; include transfer and return of supplies
10. Monthly over site of first aid kits campus-wide filled by SHC;
11. Over site and support of actual transfer of Health Center to TSGB Medical treatment Facility
12. Continues to complete or assign to another student assistant the tasks of the entry level assistant

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

1. Strong keyboarding skills, working knowledge of MicroSoft Office (word, Excel, PowerPoint)
2. Able to lift 50 pounds, work in cramped spaces, climb stairs and steep ladders, walk across campus and onboard the TSGB
3. Working knowledge of basic office equipment and machines
4. Ability to communicate and work well with a diverse staff
5. Must be willing to sign a statement of confidentiality
6. Strong math and leadership skills

**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: \_\_\_\_\_