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| <b>Department:</b> Admissions                                     | <b>Supervisor:</b> Cecilia Santos                                       |
| <b>Job Title:</b> Student Assistant – Tour Guide<br>(FWS/Non-FWS) | <b>Hours to be Worked:</b> 11 a.m. – 12:00 noon<br>2:20 p.m. – 3:30p.m. |
| <b>Pay Level:</b> 2   | <b>Hourly Pay Rate:</b> \$15.50   |

**Job Summary (purpose of nature of work):** CMA knowledgeable and motivated individual with leading group tours to prospective students and their families. Ability to communicate effectively and the confidence to speak to motivate different sets of audience; ability to communicate effectively and possesses high degree of energy and enthusiasm. Ensure safety of visitors on campus and on ship tour. Ensure visitors are treated with utmost courtesy and respect. Enter information into databases as assigned.

- Job Duties:**
- Lead tours to prospective students and their families
  - Assist at special campus events, including Open House and Preview Day

- Required (or Preferred) Skills, Knowledge, and Abilities:**
- Excellent knowledge of the campus and school/cruise; all majors
  - Knowledge of university infrastructure; enthusiasm
  - Excellent communication and interpersonal skills
  - Comfortable speaking to large diverse groups/Spanish speaking preferred
  - Reliable

**Title IX:** Please view the Notice of Non-Discrimination on the Basis of Gender or Sex and Contact Information for Title IX Coordinator at: <https://www2.calstate.edu/titleix>

**EEO Statement:** Cal Maritime is an Equal Opportunity, Affirmative Action Employer. The university subscribes to all state and federal regulations and prohibits discrimination based on race, color, religion, national origin, sex, gender identity/gender expression, sexual orientation, marital status, pregnancy, age, disability, genetic information, medical condition, covered veteran status, or any other protected status.



## STUDENT ASSISTANT JOB DESCRIPTION

Reasonable Accommodations will be provided to applicants with qualifying disabilities who self-disclose by contacting the Benefits Coordinator at (707) 654-1146.