

Department: Dean of Cadets	Supervisor: Josie Alexander
Job Title: Student Assistant	Hours to be Worked: 20 hours a week
Pay Level: One	Hourly Pay Rate: \$14

Job Summary (purpose of nature of work):

Student assistant will help to support the Basic Needs program offered at Cal Maritime

Job Duties:

The Student Assistant will work approximately 20 hours per week. Students will work during Campus Pantry operating hours. Student Assistant will sort and shelve donation and work with Solano Food Bank to order on a monthly basis. Student Assistants will also participate in educational seminars featuring community speakers who work on food insecurity and various health issues and provide educational programs for the cadets at Cal Maritime. Student Assistants will work at the campus garden and provide the needed support that will allow for fresh produce for all cadets and Vallejo community members;

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

Cal Maritime's Campus Pantry Interns will assist with the following projects and assignments:

- Distribute food to Pantry clients.
- Interact with and assist Pantry clients.
- Receive food donations and inventory Pantry supplies and food.
- Prepare and distribute additional resources to Pantry clients.
- Prepare weekly summaries of Pantry activities and semester reports of Pantry attendance.
- Support creation of marketing materials such as flyers, newsletter updates, and social media.
- Collaborate with on- and off-campus organizations to support the Pantry.
- Implement projects for the continued evolution and improvement of the Pantry.
- Work directly with students to guide them through the application process for CalFresh benefits program.
- Plan and execute two programs a month that provide either community service and outreach, and/or learning opportunity for all students at Cal Maritime.
- Other duties as assigned

Background Check: Satisfactory completion of a background check (including a criminal records check and fingerprinting) is required for employment. CSU will make a conditional offer of employment, which may be rescinded if the background check reveals disqualifying information, and/or it is discovered that the

candidate knowingly withheld or falsified information. Failure to satisfactorily complete the background check may affect the continued employment of a current CSU employee who was conditionally offered the position.

Mandated Reporter: The person holding this position is considered a 'mandated reporter' under the California Child Abuse and Neglect Reporting Act and is required to comply with the requirements set forth in CSU Executive Order 1083 revised July 21, 2017 as a condition of employment.

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.