

Department: 32500	Supervisor: Karen Yoder
Job Title: Student Assistant – Office (FWS/Non-FWS)	Hours to be Worked: 10 -20 hours per week
Pay Level: II	Hourly Pay Rate: \$14.50

Job Summary (purpose of nature of work): Facilitate daily office work and game day duties.

- Job Duties:**
- Computer entry
 - Filing / photocopying / scanning / general office organization
 - Cash & credit card handling for game admission
 - Greeting and directing visitors
 - Processing receivables
 - Create spreadsheets
 - Travel research and booking
 - Special projects and other duties as assigned

- Required (or Preferred) Skills, Knowledge, and Abilities:**
- For game days, must be available to work late afternoon to evening hours on weekdays and available on weekend. Must be have strong leadership skills and the ability to work independently on game days.
 - Must be available for 2 to 3 hours between the hours of 9AM-5PM on weekdays to perform office work.
 - Must have typing and keyboard skills and the ability to use standard office equipment.
 - Must have good computer entry skills and be proficient in commonly used software such as Microsoft Office programs.
 - Must have strong clerical and organizational skills and be self-motivated. Should have good interpersonal skills.
 - Must have basic but quick math skills and knowledge of English grammar, spelling, and punctuation.

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 CSU will make a conditional offer of employment, which may be rescinded if the background check reveals disqualifying information, and/or it is discovered that the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.