**Department**: Enrollment and Marketing  
**Supervisor**: Cecilia Santos/ Mayra Escobar

**Job Title**: Student Asst. (FWS/Non-FWS)  
**Hours to be Worked**: Depends upon schedule. Available hours include 8am-7pm Monday through Friday and Saturdays 10am-2pm.

**Pay Level**: 2  
**Hourly Pay Rate**: 16.00

**Job Summary (purpose of nature of work):**
Support efforts across enrollment which includes admission, financial aid, the registrar and retention, and marketing. Lead information sessions and campus tours for prospective students, families, counselors and community-based organizations. Help manage website and 3 social media accounts. Drop off info in the community. Represent campus at select on- and off-campus events. Sit at the front desk in Mayo Hall. Answer emails and phones. Data entry. Perform select research. Data analysis. Run on-campus errands.

**Job Duties:**
Several ambassador roles are available
1. Tour guide (escort individuals, families, and groups around campus projecting your voice and walking backwards)
2. Social Media (help to manage existing Facebook, Twitter and Instagram accounts and pave a way for new outlets)
3. Office (sit at Mayo Hall front desk, answer email, errands, events, data entry, filing, mail, phones, presentation creation, print, text, website and scheduling)
4. Recruitment (represent Cal Maritime at off-campus local and virtual events to prospective students, community-based organizations, and secondary and post-secondary school staff)

**Required (or Preferred) Skills, Knowledge, and Abilities:**
- Excellent interpersonal and communication (verbal, written, listening) skills
- Reliable, shows up on time
- Excellent communication (verbal, written, listening) skills
- At ease in diverse, and large and small groups
- Sense of humor, enthusiasm
- Willing to learn and open to coaching and mentoring
- Attention to detail
- No one has all of this. If you love Cal Maritime and are doing well in your studies - apply, we will train you on everything you need to know!
- Confidentiality Agreement to be signed upon hire.

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 CSU will make a conditional offer of employment, which may be rescinded if the background check reveals disqualifying information, and/or it is discovered that the candidate knowingly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

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