STUDENT ASSISTANT JOB DESCRIPTION

<table>
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<tr>
<th>Department: Student Affairs/ Accessibility and Disability Services Office</th>
<th>Supervisor: Mara Winchell</th>
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<tr>
<td>Job Title: Student Assistant-Testing Center</td>
<td>Hours to be Worked: 5-10 hours per week</td>
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<td>Pay Level: I</td>
<td>Hourly Pay Rate: $15.50</td>
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**Job Summary (purpose of nature of work):**

The student position is to create additional testing center support. The Student Assistant will assist in maintaining a reduced distraction environment and supporting existing testing protocols. This position provides data entry and office related task support. The position is $15.50 per hour and is 5-10 hours per week.

**Job Duties:**

- Maintain examination areas orderliness, restock supplies
- Return sealed exams to Instructors across campus
- The test center assistant will maintain the examination environment and will report any observations outside of protocol
- Monitors site to assist in providing a reduced distraction and appropriate conduct environment.
- Provide instructions based on existing protocols
- Performs other office related duties as assigned
Required (or Preferred) Skills, Knowledge, and Abilities:

- Genuine interest in Accessibility and Disability support services; help promote among Cal Maritime community.
- Work an average of 5-10 hours a week; Be dependable and conscientious; organized and detail oriented.
- Have and maintain good academic standing and conduct status.
- Able to update excel spreadsheet

A student worker is exempt from the requirement for a background check, unless being considered for a position in which a background check is required by law or accessing Level I data, per the CSU Information Security policy, (i.e., ICSUAM 8030). Delete this statement if it is not a requirement for your departments position.

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 CSU will make a conditional offer of employment, which may be rescinded if the background check reveals disqualifying information, and/or it is discovered that the candidate knowingly withheld or falsified information.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

This statement is required if a Student Assistant is hired in the following departments: Athletics, Human Resources, Housing, Police Department and SEAS. Delete this statement if it is not a requirement for your departments 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.

Required on all job announcements. Delete this statement.

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