

Department: Admissions	Supervisor: Cecilia Santos
Job Title: Student Assistant I – Admissions (FWS/Non-FWS)	Hours to be Worked: Depends upon schedule.
Pay Level: 1	Hourly Pay Rate: 15.00

Job Summary (purpose of nature of work):

Entry level-position, under direct supervision, performs routine tasks requiring no previous experience, specific education or specialized skills.

Job Duties:

- Assists in answering phones and speaking with prospective students and their families
- Schedules campus visits with groups and families
- Assists with filing, computer entry, and other general office duties
- Assists at special on-campus functions, including Open House and Preview Day

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

- Good telephone voice; enthusiasm
- Excellent interpersonal skills
- General office knowledge a plus!
- Reliable
- SumTotal training bundle required to be completed upon hire. 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 CSU will make a conditional offer of employment, which may be rescinded if the background check reveals disqualifying information, and/or it is discovered that the candidate knowingly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>

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.