



Department: Recreation and Wellness Department

Institution: California State University, San Bernardino

Position Title: Student Assistant

GENERAL PURPOSE:

Under the direction of the Well-being Coordinator, the student assistant will perform diverse functions related to the Recreation and Wellness Department such as assisting the well-being coordinator in maintaining the Recreation and Wellness Department's day-to-day operations and assisting in wellness-related events and programs. The student assistant should possess the ability to work both independently and as a team member. The student assistant shall demonstrate the ability to work effectively with a diverse population of program members, guests, and staff.

ESSENTIAL DUTIES & RESPONSIBILITIES

- Students will assist the well-being coordinator in managing the day-to-day operations of the recreation and wellness department which include but not limited to:
 - Provide an inclusive, welcoming, and professional environment to students.
 - Greet and check-in students into the center.
 - Maintain a clean, organize, and furnished area.
 - Provide students with assistance.
 - Set up rooms for workshops and events.
 - Periodically disinfect equipment in the facility.
 - Open and close the facility.
 - Provide students with wellness resources.
- Aid programming for wellness events.
- Contribute to marketing efforts via our Instagram page @Bewellyotes.
- Attend all staff meetings and trainings provided by the department.
- Uphold the well-being's center mission and vision principles.
- Dress appropriately (staff shirt and approved bottom and footwear).
- Other duties assigned by the wellness coordinator.

QUALIFICATIONS:

- Students interested must be currently enrolled in a minimum of six (6) units at California State University San Bernardino and maintain and quarterly and cumulative G.P.A of 2.0.
- Current CPR, AED, and First Aid are required or obtained during the first 30 days of employment.

EXPERIENCE REQUIREMENTS:

Possess a general understanding of customer service, the ability to cooperate with a team or work individually, and demonstrate organizational and management skills. Comprehend our campus's seven dimensions of wellness and having knowledge in public speaking and presentation are highly encouraged.

PERFORMANCE EXPECTATIONS:

- Must be professional and courteous at all times.
- Must be able to work with different work styles.
- Must be able to work efficiently and show initiative.
- Must complete tasks satisfactorily.
- Must be able to work independently or as a team member.
- Must be able to work effectively with other departments.

WORK SCHEDULE:

- Hours may vary, but students may not work more than 20 hours per week.

COMPENSATION: \$14/ hour