

**Pay Rate - \$16.50**

**POSITION DESCRIPTION**

This position reports to the Rancho Mirage Student Center (RMSC) Student Engagement Coordinator. The student assistant is to provide support in the areas of Programming, Marketing, and Administrative work.

**Programming/Marketing Duties Include**

- Plan, execute, and evaluate programs/events
- Market the RMSC through tabling on campus and through social media
- Assist with paperwork such as, but not limited to, Disbursement Authorization Reports, Vendor Contracts and Procurement Reports
- Compile, copy, sort and file records of events and office activities
- Find solutions to any problems that arise concerning services or programs
- Support team members with event tasks
- Other duties as assigned

**Administrative Duties Include:**

- Greet faculty, staff, and students as they come into the center
- Assist with on campus service referrals
- Provide an overview of services to campus visitors
- Track all RMSC inventory
- Answer phone calls and take down messages
- Create and maintain program planning guides, budget trackers, team schedules, and directories
- Maintain use of the popcorn machine
- Assist students with RMSC printer and computers
- Maintain clean and organized center
- Inspect RMSC Lounge for neatness (clean microwave and organize tables)
- Other duties as assigned

**Qualifications:**

- Excellent customer service
- Knowledge of CSUSB-Palm Desert Campus resources
- Knowledge of Microsoft Word (Word, Excel, PowerPoint, Outlook, etc.)
- Effective oral and written communication skills
- Ability to work with a diverse group of individuals
- Possess great leadership skills
- Ability to multitask
- Self-motivated, organized and strong attention to details
- Must provide a resume and cover letter