

## **SMSU Graduate Student Success Center**

### *Student Assistant*

**Pay Rate:** \$16.50/hr.

**Job Description:** The Santos Manuel Student Union Graduate Student Success Center provides a welcoming space for graduate and undergraduate students to study, collaborate, and relax. Additionally, we plan, promote, and execute free events and workshops for the campus population. The SMSU Graduate Student Success Center student assistant will provide day-to-day office assistance and coordinate the planning and implementation of these events and workshops. This individual must be solution-driven and detail-oriented to keep up with the needs of the department.

Under the supervision of the Coordinator of the Graduate Student Success Center, the GSSC Student Assistant will have the following specific and on-going responsibilities and duties:

- Staff the Center, greet guests, provide information regarding our services and maintain a safe and welcoming environment for users of the Center.
- Plan, develop, and implement programs, events, and workshops for the Center.
- Provide excellent customer service to everyone who comes into the Center, calls on the phones, or contacts us electronically.
- Ensure that the Center is kept clean to help maintain a welcoming environment.
- Maintain files and records of all programs and events and ensure that the necessary paperwork and documentation is done in a timely manner.
- Attend weekly mandated staff meetings and SMSU trainings.
- Adhere to SMSU policies
- Assist in publicizing Center events which may include posting flyers, announcing in classes, and posting events on social networking sites.
- Make appropriate referrals for campus and off campus services.
- Assist in organizing the Center Library, decorating, and updating resource boards.
- Contacting and negotiating with vendors
- Work closely with campus departments for collaborations
- Other duties as assigned

### **Skills/Abilities/Experience required for this job:**

- Must be a currently enrolled CSUSB Master's or doctoral student and maintain a 2.0 semester and cumulative G.P.A.
- Commitment to serving students
- Ability to communicate effectively with a diverse group of people

- Ability to learn quickly and complete assignments in a timely manner
- Detail oriented
- Punctual/Reliable
- Ability to work both in a team and individually
- Maintain a positive attitude
- Maintain good attendance
- Excellent phone and organizational skills

**Please let us know if you are eligible for Federal Work Study.**