



Student Assistant Job Description

Job Title: Administrative Assistant to the Director

Department: Recreation & Wellness Administration

Hours: Up to 20 hours per week, Monday – Friday, between the hours of 8 a.m. – 5 p.m.

Beginning Salary: \$15.50/hour

Administrative Office

The Administrative Assistant to the Director provides support in several areas for the Recreation & Wellness Department (RecWell). The Administrative office performs a wide variety of office duties including but not limited to Administrative projects, processing invoices, budget tracking, ordering supplies, scheduling meetings, Recreation & Wellness Committee Administration, assists with onboarding employees and support to the RecWell administration including and student development.

Job Duties

The Administrative Assistant to the Director will be responsible for maintaining an efficient working environment, assisting in specific assignments, and maintaining organization in the office. The student assistant will have the following on-going duties and skills:

- Assist with the day to day operations of the Administrative Office
- Manage the administrative office area by answering phones, taking messages, filing, photocopying and organizing the office
- Provide superior customer service
- Assist with setting up Recreation & Wellness Committee meetings, preparing documents for meetings, assisting with catering orders and other assistance as needed with these meetings.
- Properly receipt and record incoming revenue to the department (i.e., invoice payments, vendor day payments, etc.)
- Distribute student and staff information as directed
- Assist in the creation of contracts, MOUs, and other legal paperwork as directed
- Process invoices
- Maintain a clean and efficient workspace
- Mandatory reporting to supervisor regarding safety concerns, abuse, or any suspicious activity
- Other administrative duties as assigned by the Director

Qualifications

- Currently enrolled (at least half time) CSUSB student
- 2.0 or above GPA (semester and cumulative)
- Enthusiasm for working with a culturally diverse student population, staff, and guests
- Strong verbal and written communication skills required, including ability to share relevant information, ask questions, listen well, and respond appropriately



- Detail-oriented, well organized, and able to remain focused in an environment with constant interruptions
- Ability to work under time restraints, meet deadlines, and manage a multitude of tasks simultaneously, sometimes under pressure, and with accuracy
- Ability to work in both a team setting and on an individual basis with little to no supervision
- Ability to adhere to work rules, follow directions, use time effectively, and work productively
- Ability to work scheduled hours