



**Department:** Recreation and Wellness Department

**Institution:** California State University, San Bernardino

**Position Title:** WellBeing 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**

Student staff will support the Well-being Coordinator in the daily operations of the Recreation and Wellness Department, contributing to a welcoming and efficient environment.

Responsibilities include:

- Creating an inclusive and professional atmosphere for all students.
- Managing student check-in and greeting procedures at The Retreat.
- Maintaining a clean, organized, and well-furnished facility.
- Providing student assistance and information.
- Completing opening, mid-day, and closing checklists.
- Overseeing facility opening and closing procedures.
- Contributing to marketing initiatives through the @Retreat.csusb Instagram account.
- Attending mandatory staff meetings and training sessions.
- Upholding the mission and vision of the Well-being Center.
- Adhering to the department's dress code (staff shirt, approved bottoms, and footwear).
- Completing other assigned duties as directed by the Well-being Coordinator.

## **QUALIFICATIONS:**

- Students interested must be currently enrolled in a minimum of six (6) units at California State University San Bernardino and maintains a semesterly 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:**

Candidates should demonstrate strong customer service skills, the ability to collaborate effectively in team or individual settings, and possess excellent organizational and management skills. Familiarity with our campus's six dimensions of wellness, as well as public speaking and presentation experience, are highly desirable.

## **PERFORMANCE EXPECTATIONS:**

Successful candidates will demonstrate:

- Consistent professionalism and courtesy in all interactions.
- Adaptability and collaboration across diverse work styles.
- Efficient work habits and proactive initiative to complete tasks.
- A commitment to completing tasks to a high standard of quality.
- Proficiency in both independent work and collaborative teamwork.
- Effective communication and collaboration with other departments.

## **WORK SCHEDULE:**

- Hours may vary, but students may not work more than 20 hours per week.
- The Retreat hours:
  - Monday-Thursday 9 am to 5 pm
  - Friday's 9 am to 2 pm
  - Closed: Saturday and Sunday

COMPENSATION: \$16.90/ hour