AV Student Assistant Job Description for Student Life

**Job:** AV Student Life Student Assistant

**Organization:** AV Student Life

**Work Schedule:** Based on candidate’s availability. Office hours will be scheduled Monday-Thursday between the hours of 8-5 unless specified.

**Hours Per Week:** 20

**Wage:** Will be discussed

**Start Date:** August 2021

**End Date:** June 1, 2022

**Supervisor:** Debby Rodrigues (drodrigues@csub.edu)

**Job Description:**

*Join the Student Life team!* AV Student Life, through the Student Services Office is seeking a well-organized and creative **student assistant,** to assist with the day to day office operations and oversight of the Student Lounge. The student assistant will work with clubs and organizations with campus procedures, paperwork, track and organize events, while providing designated office hours for the Student Life Office in the Student Lounge. The student assistant will oversee the day to day needs of the Student Lounge and reservations for the Group Study rooms. This position will assist the Coordinator of Student Life with event programming, creating Student Activity meetings and agendas, and promoting campus events. This position can be physically challenging at times ie; assisting with set-up and tear-down with assistance from other students. The student assistant will report to and work directly with the Coordinator of AV Student Life.

**Qualifications:**

Must be organized with attention to detail, creative, able to work well with others, and ability to work independently to complete assigned duties. Basic computer skills and power point skills required, along with the ability to do some graphic design would be extremely helpful. Must have skills working with Social Media accounts. This position can be physically challenging with set-up and clean-up of events and moving items around. Attending meetings and events is required while working in the office for a maximum of 20 hours a week.

Applications for student assistants are available here. Please email your application and resume to Debby Rodrigues (drodrigues@csub.edu)