



Santos Manuel Student Union of California State University San Bernardino

Position Title: Graduate Assistant, Adventure **Department:** Recreation & Wellness

Job Type: Part-Time, Hourly, Non-Exempt

Salary: \$17.00 per hour

Tuition Benefit: ~\$5,441 Annually (6 units CSUSB tuition)

Location: Incumbent will be located at the San Bernardino Campus

Work Schedule: This is a regular, part-time, hourly position. Willingness to work a flexible schedule as necessary to respond to emergency/urgent situations is required. This may include working extended hours, evenings, weekends, and some holidays

First Review Deadline:

About the Position:

Under the direction of the Adventure Program Coordinator, the Graduate Assistant of Adventure assists with the advancement of the Adventure program. Focusing on program improvement in areas of staff development, policy and procedural advancement, program success, and outreach. They will work on the inner workings of the program areas and plan for the future regarding events and trainings. This position is a mandatory reporter position. They should possess the ability to work both independently and as a team member. Finally, they shall demonstrate the ability to work effectively with a diverse campus population.

ESSENTIAL DUTIES & RESPONSIBILITIES

Primary Functions

- Assists with the coordination of Leadership Challenge Center programs, services, and collaboration.
- Assist in hiring, training, scheduling, and evaluation of Leadership Challenge Center staff.
- Plans, executes, and evaluates programs to ensure they are meeting the need of the program.
- Develops and maintains partnerships with local resources and groups to assist with the growth of the Leadership Challenge Center and Recreation and Wellness programs.
- Utilizes pertinent data, such as ACCT Standards and other major industry data, to drive programmatic decisions and updates.
- Plan, design and promote special projects/events with SMSU affinity centers.
- Assists with Adventure program planning, permits, and implementation.
- Assist in Marketing the Leadership Challenge Center.
 - Website design
 - Marketing Materials
 - Event promotions
- Assist with policy and procedure updates and revisions.
- Develop assessment tools, conduct assessment, and analyses results.
- Assist with office work and specific areas of attention.
- Assist in development of Youth Program policies, trainings, and programs.

Customer Service and Collaboration

- Knows the mission and goals of the Santos Manuel Student Union and Recreation & Wellness department and commits to achieving them.
- Ensures Santos Manuel Student Union and Recreation & Wellness customer service guidelines are met by all staff in department.
- Ensures department guidelines are established and met by all staff in department.
- Develops and maintains positive working relationships with CSUSB faculty, staff, alumni, and community.

Minimum Qualifications

Minimum & Preferred Requirements

Education:

- Bachelor's degree required.
- Must be enrolled in a minimum of six (6) units at California State University, San Bernardino.
- Maintain a semester and cumulative G.P.A. of 3.0.
- 1-2 years of experience working with college students preferred, ideally in a student development or advising capacity.

Licenses & Certifications:

- ACCT Level 2
- First Aid and CPR/AED certification required (certifications may be obtained within first month of employment) Trainings.

Performance Expectations:

- Must be comfortable with performing various tasks at height.
- Must be professional and courteous at all times
- Must be able to work with different work styles
- Must be able to work efficiently and show initiative
- Must be well organized, be able to effectively multi-task, prioritize work, problem solve, make decisions, and meet scheduled deadlines under pressure
- Must be punctual and regular in attendance: arrive on time and ready for the workday
- Must complete tasks satisfactorily
- Must be able to work independently or as a team member
- Must be able to work effectively with other employees/departments.

Knowledge, Skills & Abilities:

- Must have strong English language skills and the ability to read, write, and verbally communicate at a level appropriate to the duties of the position.

- Ability to operate personal computer, proficiency with Microsoft Office Suite (i.e. Word, Excel, PowerPoint) and ability to learn and utilize new software programs.
- Ability to provide excellent customer service and work well with part-time and full-time staff.
- Ability to take the initiative for additional projects and be self-motivated to initiate interactions with guests.
- Ability to meet deadlines, work effectively in dynamic environment, and prioritize workload.
- Ability to manage information flow (including internal and external communication).
- Ability to initiate collaborative work with diverse students, faculty and staff.
- Ability to pay attention to detail and be accurate.
- Ability to demonstrate thoroughness, completeness, follow through on presentation and appearance of work.
- Demonstrated Experience in student program development, budget management and contract negotiations.
- Demonstrated ability to influence the creation, implementation, and management of a balanced array of programs which reflect students' interests and educational needs.
- Proven ability to assess program impact on student learning, including use of quantitative and qualitative data.

Work Environment:

- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- Work conditions may vary depending upon the location of job tasks required; may occur indoors and outdoors, therefore requiring exposure to a variety of elements. While working indoors, the lighting and temperature are adequate.
- The work environment may involve exposure to various elements including but not limited to: chemicals, dust, fumes, cold, heat, noise, vibrations and dampness.
- While working outdoors, the work environment may involve exposure to various elements including but not limited to: sun, heat/cold, dust, pollens and other environmental risks.

Supplemental Information

A background check (including a criminal records check) must be completed satisfactorily before any candidate can be offered this position with the Santos Manuel Student Union. Failure to satisfactorily complete the background check may affect the application status of applicants or continued employment of current Santos Manuel Student Union employees who apply for the position. Fingerprinting is required for all employee and volunteer positions that have direct contact with minor children.