

Position Title: SMSU Financial Literacy Center Student Assistant

Classification: Student Assistant

Department: Santos Manuel Student Union

Rate of Pay: \$16.50

GENERAL STATEMENT:

The Student Assistant will provide day-to-day office assistance and coordinate the planning and implementation of Financial Literacy Center (FLC) events. This individual must be solution driven and detail-oriented to keep up with the needs of the department.

JOB DUTIES:

- Staff the Center, greets guests, provides information regarding our services and maintains a safe and welcoming environment for users of the Center.
- Plan, develop, and implement programs and events for the Center.
- Maintain files and records of all programs and events and ensure that the necessary paperwork and documentation is done in a timely manner.
- 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.
- Update and maintain the resource manuals.
- Attend SMSU events and programs when scheduled including “all hands” and “more hands” events for the SMSU.
- Attend mandated staff meetings and SMSU trainings.
- Adhere to SMSU policies.
- Assist in publicizing Center events which may include posting flyers, announcing in classes, posting events on the SMSU website and social networking sites. Student Assistants may also be asked to meet with representatives from the Coyote Chronicle and the Coyote Radio.
- Make appropriate referrals for campus and off campus services.
- Promote the Student Union and all its programs and services via tabling and flyering.
- Assist in organizing the Center Library, decorating, and updating resource boards.
- Other duties as assigned.

QUALIFICATIONS:

- A commitment to serving students
- Ability to work as part of a team
- Dependable

EDUCATION:

- Must be a currently enrolled CSUSB student focusing on Finance, Accounting, or another related field.
- Have and maintain a 2.0 grade point average (GPA) both semesterly and cumulative. To be hired as a new student assistant, an applicant must have earned at least a 2.0 GPA in the previous semester if the student was enrolled at CSUSB.

REQUIRED KNOWLEDGE AND ABILITIES: Technologically proficient in Microsoft Office

- Experience working in customer service driven environment

- Ability to manage multiple projects and adhere to deadlines
- Willingness to work with an ethnically diverse and culturally pluralistic student body and staff
- Proven communication, interpersonal, and organizational skills