

Pay Rate - \$16.50

POSITION DESCRIPTION

This position reports to the Rancho Mirage Student Center (RMSC) Student Engagement Coordinator. The student assistant is to provide support in the areas of Programming, Marketing, and Administrative work.

Programming/Marketing Duties Include

- Plan, execute, and evaluate programs/events
- Market the RMSC through tabling on campus and through social media
- Assist with paperwork such as, but not limited to, Disbursement Authorization Reports, Vendor Contracts and Procurement Reports
- Compile, copy, sort and file records of events and office activities
- Find solutions to any problems that arise concerning services or programs
- Support team members with event tasks
- Other duties as assigned

Administrative Duties Include:

- Greet faculty, staff, and students as they come into the center
- Assist with on campus service referrals
- Provide an overview of services to campus visitors
- Track all RMSC inventory
- Answer phone calls and take down messages
- Create and maintain program planning guides, budget trackers, team schedules, and directories
- Maintain use of the popcorn machine
- Assist students with RMSC printer and computers
- Maintain clean and organized center
- Inspect RMSC Lounge for neatness (clean microwave and organize tables)
- Other duties as assigned

Qualifications:

- Excellent customer service
- Knowledge of CSUSB-Palm Desert Campus resources
- Knowledge of Microsoft Word (Word, Excel, PowerPoint, Outlook, etc.)
- Effective oral and written communication skills
- Ability to work with a diverse group of individuals
- Possess great leadership skills
- Ability to multitask
- Self-motivated, organized and strong attention to details
- Must provide a resume and cover letter