



Rec Well Program Assistant:

This position reports to the Director of Recreation and Wellness. The program student assistant's role is to support programming, marketing, and administrative work on behalf of the Recreation & Wellness Department

Duties Include:

- Assists with the planning, execution, and evaluation of Recreation and Wellness programs/events
- Assists with the marketing of the Recreation and Wellness Dept. through tabling on campus and through social media
- Assists with documenting and processing department paperwork including disbursement authorization requests, vendor contracts, monthly reports.
- Assists with managing social media account appropriately, ensuring it is up to date
- Supports team members with event tasks
- Greets faculty, staff, and students as they come into the office
- Assists with on campus programming service (Intermural sports, tournaments, clubs, Esports and social events)
- 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
- Ability to operate social media platforms
- Ability to multitask

- Self-motivated, organized, and strong attention to details

Education:

- Must be enrolled in a minimum of six (6) undergraduate units or three (3) graduate units at California State University, San Bernardino and maintain a semesterly and cumulative GPA above a 2.0
- Additional Requirements: Must attend required Student Recreation and Wellness Center and Intramural employee orientations, trainings, as well as department specific trainings and meetings
- Compensation: \$16.00 per hour