

## STUDENT EMPLOYMENT | POSITION DESCRIPTION

**Area:** Campus Life | **Department:** Dean of Students

**MPP Supervisor's Name:** Chelsee Benté | **Telephone:** x3786

**Position Title:** Outdoor Study Space Student Assistant

**Skill Level:** Level I ☐    Level II ☒    Level III ☐    Level IV ☐

**Estimated Hours per week:** 20 Hours Maximum during AY; 40 Hours Maximum During Bridge, Winter and Spring Recess

### **Purpose of Position:**

In consultation with VCDPH, the campus has identified 6 locations to serve as outdoor study spaces to allow for students engaged with on-campus/in-person learning to safely study; Supports the university's goal to provide welcoming, clean, and safe outdoor study space to all students who need this resource to be successful. This position will serve as direct and onsite support of one or more of 3 - 4 outdoor study spaces ensuring that each space is welcoming, clean, and supports students in their ability to study on campus safely.

### **Job Responsibilities:**

The Outdoor Study Space Student Assistant ensures that the outdoor study space is welcoming and is in good condition/order including but not limited to, chairs and tables neatly arranged, umbrellas adjusted at the beginning and closing of each shift, that all signage is in good condition, readable, and appropriately placed. This individual ensures that the hand sanitizer dispenser(s) are full and ready for use, reports the need for refills to appropriate professional staff member and ensures that each table or area is equipped with sanitizing wipes to encourage students to use before and after their study session. The candidate will monitor and ensure that physical distancing is followed by any students utilizing the outdoor study spaces and is responsible for reminding students to continue to wear their masks properly over their mouth and face; will contact appropriate professional staff member or administrator if the student does not comply. The incumbent holding this position will also ensure that if inclement weather is present, that all sanitizing materials and signage are moved to an indoor location to protect supplies. The Outdoor Study Space Student Assistant reviews and monitors scheduling for their area and provides responses to conflicts or scheduling inquiries or directs the information/questions to the supervisor or professional staff member. They also ensure the timeliness of scheduled spaces and provide reminders for students who are approaching the end of their scheduled sessions. The incumbent will also ensure that proper lighting is turned on/provided as needed. This incumbent is also expected to serve as a resource for the campus by providing general information to commonly asked questions and can appropriately direct students to on-campus resources. This position logs and records inquiries and commonly asked questions from students and the campus community. This individual may be responsible for collecting and distributing university-issued equipment, maintaining an accurate log of usage, returning all university-issued electronic equipment to the proper storage location each day. The incumbent at their station will also provide personal protective equipment (PPE) to a student as appropriate/needed and notifies supervisor of low inventory. The incumbent will also report any equipment or area damage including but not limited to missing sanitization equipment, chairs or tables that incur weather damage or if the space is vandalized and reports improper use of the space.

### **Required Qualifications/Knowledge/Skills/Abilities:**

**Skills:** Applicants must be in good academic and behavioral standing with the university. Candidates must maintain a cumulative and semester GPA of 2.0 or higher. Applicants should possess knowledge of the Division of Student Affairs (DSA) processes, procedures, and be able to refer students to on-campus resources within the DSA. It is preferred that the candidate also be aware of other on-campus resources outside of the DSA including but not limited to Parking & Public Safety, The Writing Center, The Library, and Islands Café. Applicants must demonstrate communication competence, effective English grammar, spelling, and punctuation, and take the initiative in performing tasks and assignments that maintain the overall functionality of the outdoor study area(s). Candidates are expected to demonstrate a working knowledge of group dynamics and the ability to work and communicate effectively in a culturally diverse environment.

**Computer Software Knowledge:** Candidates should have good administrative skills, including the ability to effectively use computer hardware and software tools such as Microsoft Word, Excel, Outlook.

**Experience:** One or more semesters of CSUCI enrollment is preferred. Prior or concurrent employment at CSUCI is not required.

Day to day oversight provided by Zoie Woishnis-Gilman and Tanya Yancheson.

A background check (including a criminal records check) must be completed satisfactorily before any candidate can be offered a position with the CSU. Failure to satisfactorily complete the background check may affect the application status of applicants or continued employment of current CSU employees who apply for the position.

The person holding this position is considered a 'mandated reporter' under the California Child Abuse and Neglect Reporting Act and is required to comply with the requirements set forth in CSU Executive Order 1083 Revised July 21, 2017 as a condition of employment. The department of Human Resources will email an electronic link to any student offered this position; this link must be acknowledged before work in the position begins.

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**Signatures:**

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

MPP Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_