

SF State Campus Recreation

Now Hiring

Student Office and Marketing Assistant

\$10.00/hr., 8 - 15 hrs/wk

Preference given to current Campus Recreation Student Employees

Application Deadline: Open until filled

To apply: As a department under the Dean of Students area, please complete the Common Application form below in OrgSync. Please prepare to spend 30-45 minutes completing the application. Additionally, we will ask for your cover letter and resume and the attached Staff Availability Sheet to be filled out and uploaded as part of your application. Please also send examples of your design work, to Chanda Jensen at cjensen@sfsu.edu.

Dean of Students - Common Application

- <https://orgsync.com/13745/forms/210403>



For more information about Campus Recreation:

www.sfsu.edu/~recsport

Campus Recreation Department
San Francisco State University

Job Description

Student Office and Marketing Assistant

Purpose

The Student Office and Marketing Assistant is responsible for clerical tasks, reception duties, and marketing assistance within the Campus Recreation Department (CRD). This person will work with a diverse college student population in an urban and multicultural environment. Through a strong commitment to excellence, this position will assist the Office Coordinator and the other full time Campus Rec professional staff in providing support to programming areas of the Campus Recreation Department. This person would also assist in creating a wide variety of departmental marketing materials and publications, both print and digital.

Duties and Responsibilities

1. Disperse information and respond to questions, both in person and over the phone, with attention to customer service.
2. Provide occasional reception duties at the Front Desk, requiring learning about other departments within the suite.
3. Perform clerical duties such as organizing files, typing notes, and drafting documents.
4. Process occasional payments from participants at the Front Desk for Campus Recreation activities.
5. Assist in the development of new process and procedures that relate to Campus Recreation programming.
6. Conduct internet and phone research for the department as needed.
7. Assist with publicity using the department's social media outlets.
8. Responsible for the complete design process (fliers and posters) and be willing to recreate and redesign under scrutiny of guidelines and supervisor.
9. Provide a professional, welcoming, and inclusive environment for staff and participants

Qualifications

1. Have strong working knowledge of Microsoft Office and Adobe Creative Suite Software (Photoshop, Acrobat, Illustrator, and InDesign).
2. Possess the ability to function independently, multi-task, and follow through with assigned tasks.
3. Have strong organizational skills and good communication skills. Possess strong written and verbal skills.
4. Campus Recreation is looking for student workers who are friendly, motivated, well-organized, and have the ability to work under pressure while maintaining a professional attitude.
5. Well versed in the use of social media such as Facebook, Twitter, Instagram, etc.

- 6. Must be able to pass background check required for the handling of cash payments.
- 7. Must be a current SFSU student enrolled in a minimum of 6 units and a minimum GPA of 2.0.

Staff Availability Sheet

NAME: _____ **Semester/Year:** _____

Please block off the times you are regularly NOT AVAILABLE TO WORK

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
6:00am							
7:00am							
8:00am							
9:00am							
10:00am							
11:00am							
NOON							
1:00pm							
2:00pm							
3:00pm							
4:00pm							
5:00pm							
6:00pm							
7:00pm							
8:00pm							
9:00pm							
10:00pm							
11:00pm							

Midnight

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A fillable Scheduling Availability Sheet is available in MS Excel on the Campus Rec Employment page:
www.sfsu.edu/~recsport/employment.html
or you may print this out and submit it separately before the deadline.