Employee Name (Print): ___________________________________________ Net ID: _____________

Permanent Address: ______________________________________________________________________

Permanent Phone Number (   ) ______________  Email: ______________________________________

Appointment Dates: Wednesday, August 14, 2019 – Friday, May 15, 2020

**Minimum Qualifications**

- Candidates must be enrolled as a full time undergraduate or graduate student with CSU East Bay during the period of employment. Full time enrollment is defined as 12 units for an undergraduate student and 8 units for a Master’s candidate.
- Candidates must possess a minimum **2.50 cumulative GPA** at the time of application and maintain this during the time of employment. Academic release from the position may be required for staff members that drop below the 2.50 cumulative GPA requirement.
- Candidates must be in good conduct standing. Good conduct standing means that the candidate is not currently on Housing Probation or had been documented and found responsible for a policy violation during the semester of application through the term of employment.
- All Housing Events Crew staff must be available during evening and weekend hours to assist with SHRL and campus partner events.

**Compensation**

Compensation for this position will be at the rate of $12.50/hr. Hours will vary contingent on what support is needed each week and staff availability. The maximum number of hours any student can work in an on-campus position(s) is 20hrs/wk.

**Important Appointment Dates**

- The period of appointment is **August 14, 2019-May 15, 2020.**
- All Housing Events Crew staff must attend training on **Thursday, August 15, 2019.**
- All Housing Events Crew staff are required to attend a 1-hour monthly team meeting that will be set at the start of each semester.

**Basic Functions and Responsibilities**

**EVENT LOGISTICS**

- Provide set-up, tear down, technology, and event operations support for events being held within Student Housing. Generally Housing Events Crew staff will be asked to sign up to work events 1-2 weeks prior to the event but on occasion late requests for support may arise and coverage will be based on staff availability.
- Work in collaboration with other SHRL staff to provide marketing support for events. This could include creating marketing materials, posting marketing materials, serving as a street team to pump up an event and tabling as needed.
• Assist with managing community event spaces, which may include checking spaces after events to ensure they are reset, ensuring supplies are returned, completing checks of the community kitchen and staff resource room to ensure these spaces are being maintained, etc.
• Assist with taking pictures at events in Student Housing as needed to help support marketing efforts.

ADMINISTRATIVE RESPONSIBILITIES
• Arrive on time for all scheduled events and work through the end of the scheduled event shift.
• Complete administrative work associated with event logistics.
• Assist with maintaining inventory for supplies and equipment used for events within Student Housing.
• Hang and/or disseminate marketing materials prior to events.
• Actively use all technological resources made available (G-Mail, BaySync, etc.).
• Respond to all email communications within 48 hours.
• Utilize Humanity for shift planning with regard to assigned events.
• Accurately enter all work hours into PeopleSoft (MyHR) timesheet at the start and end of each shift.
• Follow procedures to request event shift changes or cancellations.

OTHER RELATED DUTIES
• Maintain positive working relationships with other SHRL staff, Dining Commons, and university staff.
• Serve as a role model for all residence hall policies and procedures through day-to-day interaction with students and staff as well as through on-line sources (i.e. Facebook, Instagram, Twitter, e-mail, etc.). Failure to serve as a positive role model may result in personnel action up to and including release from position.
• Be responsible with staff privileges (i.e. use of offices, building access, keys, office equipment, supplies etc.).
• Maintain confidentiality and objectivity related to students and staff.
• Be able to give and receive feedback as part of ongoing personal and professional skill development.
• Perform additional duties as assigned by the Graduate Assistant for Building Operations, the Assistant Director of Residence Life, or other SHRL staff.

This position works in a safe and responsible manner while not putting self or others at risk. This includes complying with applicable policies and regulations; using personal safety gear; observing warning signs; learning about potential hazards; and reporting unsafe conditions. All Student Assistants are required to sign the position specific terms and conditions. Every student assistant position is subject to a criminal and background check.

My signature on this job description certifies that I have reviewed and fully understand the expectations outlined in this job description and in the Operations Student Assistant Corrective Action Procedure. Further, I agree to perform the job duties to the best of my ability. If at any time I do not feel that I can uphold the terms of this position, I will immediately speak with my direct supervisor. I understand that as a student assistant, I am subject to release from the position at any time based on not fulfilling any of the above responsibilities/expectations.

__________________________________       __________________________________    _____________
Employee Name            Employee Signature    Date

__________________________________       __________________________________    _____________
Supervisor Name             Supervisor Signature    Date

__________________________________       __________________________________   _____________
MMP Name             MPP Signature     Date