



CALIFORNIA STATE UNIVERSITY, STANISLAUS

Phone (209) 667-3351 ♦ www.csustan.edu/HR

STUDENT ASSISTANT EMPLOYMENT OPPORTUNITY (Non-Work Study)

POSITION: TREAD Outdoors Assistant

JOB NUMBER: #SA-3091

Four temporary hourly-intermittent positions available on or after January 26, 2012 and ending on or before May 30, 2012 in the Student Recreation Complex. Possibility of rehire based on performance, department needs, and budget.

DUTIES: This position will perform duties to include, but not limited to:

- Contribute to a growing outdoor adventures program through the development, marketing, and implementation of new ideas/concepts.
- Be involved with staff training, social media management, and policy development and compliance.
- Monitor for safety and risk management issues and assist in preventive maintenance and upkeep for facilities and equipment.
- Periodically provide an accurate inventory of supplies and rental equipment, and assist with new equipment purchasing.
- Plan, organize, administer, and evaluate a diverse program of outdoor adventure activities.
- Collaborate with campus organizations to provide university-wide special events.
- Perform equipment rental and checkout services.
- Serve on department, divisional, or campus-wide committees, as assigned.
- Participate in professional conferences, workshops, and other developmental opportunities.
- Provide First Aid and/or CPR in emergency situations until professional help arrives.
- Assist in the development, implementation, and oversight of a risk management and emergency response program.
- Assist in conducting research (i.e., benchmarking, surveys, focus groups, etc.) to further develop programs, policies, and procedures and make recommendations for improvements.
- Assist in the supervision, security, and management of the SRC.
- Perform other duties or projects as assigned.

QUALIFICATIONS:

- Undergraduate students must be registered/enrolled in a minimum of six (6) Fall/Spring units.
- Post-baccalaureate students must be registered in a minimum of four (4) Fall/Spring units in a graduate program.
- Must meet all other eligibility requirements per the Student Employment Policies (see <http://www.csustan.edu/hr/EmployeeResources/HiringStudentAssistants.html>).
- Must possess a current valid California Driver's License and must be at least 21 years of age by start date.
- Beneficial to have coursework in Kinesiology, Recreation and Leisure, Outdoor Education, Sports Management or related field.
- Beneficial to have at least one year prior successful experience with campus recreation, fitness programs, outdoor adventure programs, and fitness equipment/maintenance OR a strong background in activities housed within these divisions (submit an experience inventory).
- Must have strong organization and relational service skills, as well as solid oral and written communication skills are required, and be capable of applying skills and knowledge in a dynamic setting with a student development philosophy.
- Ability and willingness to gain an understanding of risk management within outdoor and campus recreation programs.
- Beneficial to have, or ability to obtain, Wilderness First Responder/Wilderness First Aid and related certifications from organizations such as: American Canoe Association, Leave No Trace, Wilderness Education Association, and American Mountain Guides Association.
- Knowledge with online scheduling programs and content management systems is encouraged.
- Must be proficient in Microsoft programs (Word, Excel, Outlook, and PowerPoint).
- Ability to work weekends and evenings, as well as the ability to be away from home on selected overnights.
- Effective organization and planning of work time.
- Must do well in emergency, accident and first aid procedures.
- Must do well in dealing with difficult patrons/concerns and complaints.
- The successful candidate must be fingerprinted and successfully pass a background check, which may include checks of employment records, criminal records, civil records, and motor vehicle records.

SALARY: \$8.50 per hour.

APPLICATION DEADLINE: OPEN UNTIL FILLED

APPLICATION PROCEDURE: Qualified candidates must submit: 1) a completed Student Assistant Employment Application (download at http://www.csustan.edu/hr/Employment_Opportunities/Student/index.html), 2) cover letter, 3) resumé, and 4) available work schedule, and 5) supplemental questionnaire (below) via email or in-person to:

Mackenzie Brady
Student Recreation Complex
One University Circle · Turlock, CA 95382
Phone: (209) 667-3790
Email: mbrady1@csustan.edu

Applicants requiring necessary accommodations to the application process may contact Human Resources at (209) 667-3351. California Relay Service is available at (800) 735-2922 voice and (800) 735-2929 TDD.

THOSE INDIVIDUALS WHO APPEAR TO BE THE BEST QUALIFIED FOR THIS POSITION WILL BE CONTACTED BY TELEPHONE FOR AN INTERVIEW.

CSU STANISLAUS IS AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION TITLE IX/SECTION 503/504 EMPLOYER. QUALIFIED WOMEN, MINORITIES, AND PERSONS WITH DISABILITIES ARE ENCOURAGED TO APPLY. CSU STANISLAUS HIRES ONLY INDIVIDUALS LAWFULLY AUTHORIZED TO WORK IN THE UNITED STATES. CLERY ACT: IN COMPLIANCE WITH THE JEANNE CLERY DISCLOSURE OF CAMPUS SECURITY POLICY AND CRIME STATISTICS ACT, CRIME REPORT STATISTICS ARE AVAILABLE AT <http://www.csustan.edu/UPD/pages/CampusCrimeStatistics/index.html>

INFORMATION CONTAINED IN THIS ANNOUNCEMENT MAY BE SUBJECT TO CHANGE WITHOUT NOTICE.



CALIFORNIA STATE UNIVERSITY, STANISLAUS
 One University Circle, Turlock, CA 95382
 (209) 667-3705

Student Recreation Complex TREAD Outdoors Student Assistant Employment Supplemental Questionnaire

PLEASE TYPE OR PRINT

Job# (as indicated on posting) _____ Student ID# _____

Last Name _____ First Name _____ MI _____

What is your level? Undergraduate Graduate How many units will you enroll in for Spring 2012? _____

Are you currently certified in any of the following?

AED Yes No If so, date completed & where: _____

CPR/FA Yes No If so, date completed & where: _____

WFA/WFR Yes No If so, date completed & where: _____

Have you worked at a recreational sports complex or an outdoor adventure program? Yes No

Are you a certified guide? If so, for what? _____ Yes No

Describe your knowledge of and participation in outdoor recreation:

If hired, will you be working at another job **on campus** also? Yes No

If so, please list the department and number of hours worked per week:

Department _____ Hours per week _____

Continued on next page

AVAILABILITY

Please indicate below the hours you are available to work, class and other times not available to work:

Please list **APPROXIMATE SPRING 2012** availability.

A Available to work **C** Class time **O** Other

Start – End Time	MON	TUES	WED	THURS	FRI	SAT	SUN
6:00 – 6:30 AM							
6:30 – 7:00 AM							
7:00 – 7:30 AM							
7:30 – 8:00 AM							
8:00 – 8:30 AM							
8:30 – 9:00 AM							
9:00 – 9:30 AM							
9:30 – 10:00 AM							
10:00 – 10:30 AM							
10:30 – 11:00 AM							
11:00 – 11:30 AM							
11:30 AM – 12:00 PM							
12:00 – 12:30 PM							
12:30 – 1:00 PM							
1:00 – 1:30 PM							
1:30 – 2:00 PM							
2:00 – 2:30 PM							
2:30 – 3:00 PM							
3:00 – 3:30 PM							
3:30 – 4:00 PM							
4:00 – 4:30 PM							
4:30 – 5:00 PM							
5:00 – 5:30 PM							
5:30 – 6:00 PM							
6:00 – 6:30 PM							
6:30 – 7:00 PM							
7:00 – 7:30 PM							
7:30 – 8:00 PM							
8:00 – 8:30 PM							
8:30 – 9:00 PM							
9:00 – 9:30 PM							
9:30 – 10:00 PM							