California State University
SAN MARCOS

Student Leadership & Involvement Center California State University San Marcos 333 S. Twin Oaks Valley Road San Marcos, CA 92096-0001

Tel: 760.750.4970 **Fax:** 760.750.3033 www.csusm.edu/slic

Student Leadership & Involvement Center

Job Description – Student Specialist

Project Name: Student Leadership & Involvement Center **Job Title:** Student Assistant

Hours/Week: 12 to 18 (Federal Work Study accepted) **Hourly Wage:** $16.90 per hour

Length of Appointment: August 2026 - May 2027

Purpose of Job: Student assistants are an essential component of the day-to-day functions of the Student Leadership & Involvement Center (SLIC). Their purpose is to assist professional staff in various areas to provide CSUSM students with professional, academic, and personal development through co-curricular programs.

Position Requirements

- Minimum 2.50 GPA (Cumulative and prior term)
- Currently enrolled student (minimum of 6.0 units) in good standing at CSUSM
- Positive attitude & enjoy working on a team
- Ability to manage tasks/projects independently and take initiative
- Strong interpersonal, communication, and writing skills
- Ability to speak to groups (workshops and presentations)
- Maintenance of professional office etiquette in a fast-paced office environment
- An awareness and appreciation for working with a diverse student population

Position Responsibilities

General Duties

- Provide staffing coverage for SLIC front desk, including answering phones, greeting and responding to SLIC visitors, and tracking space utilization
- Respond to basic inquiries about SLIC programs and services via email, phone, and in-person
- Provide direction on utilizing various SLIC services and supplies
- Assist with administrative duties supporting SLIC programmatic areas (Student Organizations, Fraternity & Sorority Life, Leadership Programs, and Tukwut Life)
- Provide support to SLIC events and programs, including assisting with event setup, student check-in, answering questions, overall event management and facilitation, and event cleanup
- Facilitate engaging, educational programs on a semesterly basis
- Ensure SLIC spaces are clean and functional
- Enhance and apply Student Affairs Learning Domains: Collaborative Leadership, Career and Professional Development, Critical Thinking, Holistic Wellness, Equity and Inclusion, Social Responsibility, Oral and Written Communication, and Technological Fluency
- Enforce campus policies and procedures, as assigned

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- Attend weekly staff meetings, semesterly staff trainings, and other required meetings, trainings, and personal/professional development workshops
- Other related duties as assigned

SLIC Programmatic Area Responsibilities (Student Organizations, Leadership Programs, Fraternity & Sorority Life, Tukwut Life/Student Engagement)

- Meet regularly with assigned SLIC staff supervisor
- Manage and support tracking efforts for SLIC events and programs (ie. workshops, trainings, events, etc.)
- Assist in developing programs and services related to program area initiatives
- Assist student leaders with 25Live and the campus event planning process, campus policies, and procedures
- Assist with management of student organizations
- Create handbooks, flyers, and other materials via appropriate software program, as assigned
- Facilitate and develop workshops, as assigned
- Compile appropriate assessment data and analyze results, as assigned
- Create marketing materials for SLIC events and programs to be used for social media, flyers, A-frames, digital signage, newsletters, and other publications
- Assist with maintaining SLIC website and social media accounts
- Other related duties as assigned

Important Dates and Commitments

Date	Time	Event	Staffing Needs/Notes
August 17, 18, 24, 25 2026	10 am-3 pm	Fall Semester Student Staff Training	**Required for all staff**.
August 19, 2026	7:30 am-3 pm	Student Organization Leadership Conference (SOLC)	All staff requested
August 28, 2026	7 pm-11 pm	Miiyu (campus welcome event)	All staff requested
October 24, 2026	8 am- 3 pm	Discover CSUSM	All staff requested
January 21-22, 2027	10 am-3 pm	Spring Training	**Required for all staff**.
April 10, 2027	8 am-3 pm	Cougar Blue Day	All staff requested

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Recurring Commitments

Date	Event	Time	Notes
Fall & Spring semester	Weekly 1-hour staff meetings	Regular day and time TBD pending availability of team members.	**Required for all staff.**
Fall & Spring semester	Weekly 30-60 minute meetings with assigned supervisor	During your scheduled shifts	Determine regular time with your assigned supervisor

***Please note these dates and times are subject to change, and there may be additional events added throughout the semester. We will give as much advance notice as possible to allow for scheduling. If you have a conflict with any of these dates, please notify a SLIC staff member to determine a solution.**