California State University Channel Islands  
Student Employment

Division: Associated Students Incorporated/ Student Affairs  
Area: ASI  
Office: Associated Students Incorporated  
Position Title: Spirit Squad Assistant  
Hours: Hours vary depending on requests of appearances No more than 20 hours per week.  
Rate: $13.50  
Contact: Monica Campos Tel. (805) 437-3929/ Email: monica.campos@csuci.edu  
Supervisor: Monica Campos

Office Description
Student Union Statement of Purpose  
The Student Union serves to foster community and enhance student learning and development on the CI campus by providing exceptional services, supporting holistic programming, creating regular opportunities for staff development, and maintaining an environmentally responsible facility.

Student Leadership Definition  
With excellence and integrity, CI leaders serve others, build community, personally flourish and act in a positive and socially responsible manner.

Job Qualifications and Requirements:  
• Must be enrolled as a student at CSU Channel Islands.  
• Must maintain a cumulative and semester GPA of 2.5 or higher and be in judicial good standing.  
• Mascot or performance experience is preferred, but not required.  
• Must be well organized and flexible to meet time, priority and workload demands.  
• Must be able to work effectively with a diverse campus population.  
• Must have an outgoing and creative personality with a passion for school spirit.

Physical Requirements  
• Must be of the appropriate height and weight to wear the costume comfortably and support the weight for extended lengths of time. A minimum height of 5’6” and a maximum height of 6’3” are suggested.  
• Must have good posture and be physically agile, with the ability to perform Ekho actions: subject to standing, walking, jumping, kneeling, hopping, sitting, bending, reaching, pushing, pulling, waving arms/extending arms as if in flight.  
• Must be able to perform in indoor and outdoor environments while in full costume and in high temperature conditions.

Skills  
• Must possess strong verbal and written communication skills.  
• Must be able to work effectively with a diverse campus population.  
• Must be well organized and able to manage a multitude of tasks simultaneously under pressure and with accuracy.  
• Must be responsible, friendly and courteous.  
• Ability to work independently with minimal supervision.  
• Ability to take direction with attention to detail.  
• General office experience is recommended which includes but is not limited to knowledge of PC computers, Microsoft Office Systems (Word, Excel, Publisher, and PowerPoint), and phone etiquette.  
• Should have some customer service experience, which includes a communicative approach that supports a positive, cooperative, and open environment; as well as, conducts all interactions with respect, courtesy, directness, fairness and equality.

Job Description
Mascot Responsibilities  
• Adherence to the CI Mission and ASI Statement of Purpose.
• Represent the university’s mission and core values, in a positive and friendly manner through performances.
• Store, clean, and maintain Ekho costume.
• Pose for photographs.
• Communicate creatively without speaking.
• Distribute promotional items at special events.
• Personally interact in character at performance level with the CI community.
• Demonstrate a high level of school spirit and encourage others to participate.
• Maintain “character” while in costume (no unmasking in public).
• Research and identify opportunities to grow the identity and presence of the mascot.
• Maintain the highest level of confidentiality in order to protect the identity of the person(s) serving as the mascot.
• Must be available to work flexible hours including nights and weekends.

Job Responsibilities
• Serve as the primary guide for Ekho at requested events.
• Serve as the primary contact for customers in person, on the phone, and via email for the spirit squad.
• Interact with various campus constituencies, attend programs, and obtain information regarding campus activities.
• Research and identify opportunities to grow the identity and presence of the mascot.
• Maintain Ekho’s social media presence.
• Will report all activities which are harmful, unethical, and against SUB, ASI, and/or University policies and procedures.

Professional Expectations:
• Be on time, prepared for work, in attendance at all scheduled performances, office hours, trainings and meetings in specified Student Union attire.
• Seek creative solutions to problems and recommend improvements to programs, processes, systems and services.
• Maintaining Student Union information about employees and procedures confidential.
• Performs other duties as assigned.

Conditions of Employment
As conditions of employment, student employees:
• Must meet established driving standards
• Must pass a background check.
• May be subject to drug tests.
• 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 as a condition of employment.

Student Union Student Assistants are required to participate in semester evaluations which observe and evaluate the capacity of the employee, including the employee’s ability to satisfactorily perform the essential functions of his or her job; and to observe and evaluate the employee’s work habits and conduct, including attendance and the employee’s relationship with coworkers and superiors.

Student’s Name: ______________________________ Signature: ______________________________ Date: _______

Supervisor’s Name: ______________________________ Signature: ______________________________ Date: _______