



ASSOCIATED
STUDENTS INC.
CHANNEL
ISLANDS

STUDENT UNION GRADUATE ASSISTANT

Compensated Educational Leadership Opportunity
Associated Students Inc., Student Union
California State University Channel Islands



[APPLY!](#)



[CI_STUDENTUNION](#)



805-437-3273



ASI@CSUCI.EDU

About The Role

The Student Union Graduate Assistant upholds the vision for the organization to serve and advocate for the needs and interests of all CI students, by the delivery of resource programs & services to CI students.

- **Employment Rate:** \$18.25 Hourly
- **Hours:** 20 hours per week established between Monday- Friday, 8am-5pm, and outside of class times.
- **Start Date:** August 1, 2022. Required on campus employee training dates include: Monday-Friday, 8am-5pm, August 1-19, 2022. Contracted through winter, spring, and summer breaks.

Responsibilities

- Assist with daily Information Desk, team, and facility operations.
- Assists with facility projects, open work orders, building, maintenance and landscaping projects.
- Assists with responding to customer, vendor, internal and external communication and projects.
- Assists in the assessment and daily operation of building services, programs and operations.
- Assists in the development/implementation of SU marketing & programs and services.
- Assists with development, planning & implementation of regular facility engagement programs

Requirements

- ✓ Must pass a background test.
- ✓ Must be enrolled in a graduate program at CSU Channel Islands in Educational Leadership, Higher Education Concentration, Education, Counseling, Business or related field.
- ✓ Must be able to commit to twenty (20) hours per week for two consecutive semesters (fall and spring) & Must maintain a cumulative and semester 3.0 (B) or better with no course grades lower than a C+.