



## ASSOCIATED STUDENTS, INC.

California State University, San Bernardino  
invites applications for the position of:

### Senior Program Associate

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<b>SALARY</b>	\$4,583.00 - \$5,417.00 Monthly \$55,000.00 - \$65,000.00 Annually
<b>OPENING DATE</b>	03/07/17
<b>CLOSING DATE</b>	This position will remain open until filled.
<b>TARGET START DATE</b>	06/05/17
<b>EMPLOYMENT STATUS</b>	Full-time, "exempt" position.
<b>WORK SCHEDULE</b>	M-F, 9 a.m.-6 p.m.
<b>FIRST REVIEW DEADLINES</b>	This position will remain open until filled. The application review process will begin April 1st.
<b>TYPICAL ACTIVITIES</b>	<p>This position reports to the Executive Director. Organizationally, ASI reports to the Division of Student Affairs. This position would be responsible for:</p> <ul style="list-style-type: none"><li>• Supervision of ASI Marketing, Assessment, Programming and the Director of External Affairs.</li><li>• Engages in developing collaborative strategies to enhance student success.</li><li>• Develops and implements premier projects and programs.</li><li>• Training, development and supervision of student staff.</li><li>• Plays a vital role in supporting the development, implementation, and assessment of an array of student learning and involvement experiences across ASI.</li><li>• Ensures that all programming efforts adhere to federal law, state law, local law, system-wide policies, ASI and campus policies, including risk assessment and risk management.</li><li>• Serves on various university committees and work groups.</li><li>• Advocates for the interests of students, significance of co-curricular programming and the enhancement of campus life.</li><li>• Represents ASI in a professional manner during collaborative efforts.</li><li>• Other duties as assigned by the Executive Director and ASI Executive Committee.</li></ul>

## MINIMUM QUALIFICATIONS

- Bachelor's degree in a related field.
- Experience developing and implementing student life programming within a higher education setting.
- Ability to demonstrate an awareness and appreciation of cultural diversity and inclusion in a University community.
- Leadership experience engaging college students.
- Ability to independently coordinate multiple large scale, complex projects with broad, visible impact.
- Organized and results-oriented with the ability to contribute both individually and as a team member to organizational success.
- Excellent interpersonal skills, customer service skills, negotiating, marketing and leadership skills.
- Excellent listening, verbal, and written communication skills.

## SUPPLEMENTAL INFORMATION

A background check (including a criminal records check) must be completed satisfactorily before any candidate can be offered a position with the CSU. Failure to satisfactorily complete the background check may affect the application status of applicants or continued employment of current CSU employees who apply for the position.

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.

California State University, San Bernardino is an Affirmative Action/Equal Opportunity Employer. We consider qualified applicants for employment without regard to race, religion, color, national origin, ancestry, age, sex, gender, gender identity, gender expression, sexual orientation, genetic information, medical condition, disability, marital status, or protected veteran status.

This position may be "Designated" under California State University's Conflict of Interest Code. This would require the filing of a Statement of Economic Interest on an annual basis and the completion of training within 6 months of assuming office and every 2 years thereafter. Visit the Human Resources Conflict of Interest webpage link for additional information:

<http://hrd.csusb.edu/conflictInterest.html>

This position adheres to CSU policies against Sex Discrimination, Sexual Harassment, and Sexual Violence, including Domestic Violence, Dating Violence, and Stalking. This requires completion of Sexual Violence Prevention Training within 6 months of assuming employment and on a two-year basis thereafter. (Executive Order 1096)

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APPLICATIONS MAY BE FILED  
ONLINE AT:  
<http://www.csusb.edu>

**HRRecruits@csusb.edu**  
Position #2015-00848  
PROGRAM COORDINATOR / ASI  
RC

5500 University Parkway  
San Bernardino, CA 92407  
**(909) 537-5138**

## Senior Program Associate / ASI Supplemental Questionnaire

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\* 1. Are you a current CSU San Bernardino employee?

Yes

No

\* 2. What is your current classification title at CSU San Bernardino? (This should be your classification rather than your working title.) If you are not affiliated with CSU San Bernardino, please write in Not Applicable. \_\_\_\_\_  
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\_\_\_\_\_

\* 3. Do you possess a four-year college or university degree?

Yes

No

\* 4. Please briefly describe your experience developing and implementing student life programming within a higher education setting as it relates to this position. \_\_\_\_\_  
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\* 5. Please explain how your ability to demonstrate an awareness and appreciation of the cultural diversity and inclusion of the University community. \_\_\_\_\_  
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\* Required Question