



ASSOCIATED STUDENTS, INC.

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

Program Specialist - Palm Desert Campus

RATE OF PAY	\$12.00/hour
OPENING DATE	04/5/19
CLOSING DATE	05/15/19
TARGET START DATE	06/17/19
EMPLOYMENT	Student Assistant
STATUS LOCATION	Associated Students Inc. at California State University, San Bernardino Palm Desert Campus
HOURS PER WEEK	10-15 Hours
JOB DESCRIPTION	<p>The Program Specialist is responsible for the planning, promotion, and execution of ASI events & services at the Palm Desert Campus. This position reports to the Student Programming Manager and Senior Program Associate (S.P.A).</p>
JOB DUTIES	<ul style="list-style-type: none">• Coordinate outreach for ASI functions through tabling, presentations, and surveying• Attend various ASI meetings• Meet weekly with Program Manager for delegation of tasks and debrief of programs• Plan, schedule, and execute events as assigned• Set up ASI audio, visual and food equipment for events• Work with the Marketing Manager on the distribution of marketing materials• Network and collaborate with other departments/ organizations on campus for programs• Prepare documentation with the Student Program Manager to ensure timeliness of transactions and compliance of campus policies & procedures• Develop program reports with programming team no later than one week after each event• Other duties as assigned

JOB REQUIREMENTS

- Ability to work independently and with others
- Behave and Communicate in a professional manner
- Ability to use Microsoft Office Suite (Word, Excel, Powerpoint, Outlook)
- Ability to follow and give verbal and written instructions
- Be reliable, punctual and personable
- Ability to lift up to 50 lbs. with or without assistance
- Adhere to all “Job Duties” descriptions as previously stated

PREFERED QUALIFICATIONS

- Experience in tabling or event promotion
- Pursuing a degree in communication, marketing, business or related field

ELIGIBILITY

- Valid Drivers License
- Must be a currently enrolled CSU San Bernardino student
- Must be in good academic and judicial standing (not on probation)
- Must have a minimum GPA of 2.0