



ASSOCIATED STUDENTS, INC.
California State University, San Bernardino invites applications
for the position of:

Program Manager - Palm Desert Campus

RATE OF PAY \$14.00/hour

OPENING DATE 03/29/19

TARGET START DATE 05/20/19

EMPLOYMENT STATUS Student Assistant

HOURS PER WEEK 15-20 Hours

JOB DESCRIPTION In collaboration with the Marketing, Graphics, and Assessment departments, the Program Manager is responsible for the planning, execution, and assessment of all ASI events at the **Palm Desert Campus**. They are also responsible for chairing the ASI Advisory Committee and for the supervision and management of the programming team. This position reports to the Senior Program Associate (S.P.A).

JOB DUTIES

- Plan, schedule, and execute all ASI events
- Oversee and manage the PDC ASI Programming Team
- Coordinate with S.P.A. for scheduling of programming team
- Network and collaborate with other departments/organizations on campus; this includes setting up meetings with them to plan the logistical, financial, and promotional components of programs
- Prepare documents with the S.P.A. for programs to ensure timeliness of transactions and compliance of campus policies & procedures
- Work with the marketing and graphics departments to ensure all advertising needs are met in a timely manner
- Consult with the S.P.A. to negotiate contracts with service providers and suppliers
- Maintain and update all records of event aspects including budget, invoices, payments & reports

- Develop quality program reports within a week of execution of each event
- In collaboration with the ASI Executive Vice-President, facilitate recruitment and appointment of all members of the ASI Advisory Committee
- Chair and coordinate the ASI Advisory Committee meetings

JOB REQUIREMENTS

- Ability to work independently and with others
- Ability to use Microsoft Office Suite (Word, Excel, Power-point, Outlook)
- Ability to follow and give verbal and written instructions
- Be reliable, punctual and personable
- Behave and communicate in a professional manner
- Adhere to all "Job Duties" descriptions as previously stated
- Ability to carry and transport items up to 50 lbs

PREFERRED QUALIFICATIONS

- One year experience in event planning
- Pursuing a degree in communications, marketing, business or related field

ELIGIBILITY

- Must be a currently enrolled CSUSB student enrolled at the Palm Desert Campus
- Must be in good academic and judicial standing (not on probation)
- Must have a minimum GPA of 2.0