



## ASSOCIATED STUDENTS, INC.

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

### Programs Manager

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#### EMPLOYMENT STATUS

Student Assistant

#### HOURS PER WEEK

15-20

#### JOB DESCRIPTION

In collaboration with the Marketing, Graphics, and Assessment departments of the corporation, the Programs Manager is responsible for the planning, execution, and assessment of all ASI events. They are also responsible for chairing the ASI Activities Committee and for the supervision and management of the ASI Howl Squad Team.

#### JOB DUTIES

This position reports to the Senior Program Associate. This position would be responsible for:

- planning, scheduling, and execution of small and large scale events including the selection of venue and objectives;
- arrangement of audio-visual equipment transportation, displays, and other event needs;
- networking and collaborating with other departments on campus for event sponsorships;
- set up meetings with sponsors and organizing committees to plan the scope and format of events, establish and monitor budgets, or to review administrative procedures and event progress;
- work with the Senior Program Associate to ensure all proper documentation is completed to before any events: contracts, requisition forms, insurance and risk management forms, and event scheduling procedure forms;
- work alongside marketing and graphics departments to ensure all events meet advertising needs in a timely manner;
- in collaboration with the Senior Programs Associate, negotiate contracts with service providers and suppliers;
- maintain and update all records of event aspects including budget, financial information, bills, etc.;
- conduct after-event reports with Special Projects Coordinator no later than one week after each event;
- oversee and manage Howl Squad members and student assistant;
- in collaboration with the ASI Executive Vice-President, responsible for the recruitment and appointment of all members of the ASI Activities Committee;
- set-up the Activities Committee Meeting Calendar;
- chair Activities Committee;

#### MINIMUM REQUIREMENTS

- Must be an enrolled student at CSUSB in good academic standing
- Have and maintain a 2.75 GPA
- Ability to work independently and with others
- behave and communicate in a professional manner
- ability to use Microsoft Suite
- ability to follow and give verbal and written instructions
- be reliable, punctual, and personable
- adhere to all "job duties" as previously stated