



ASSOCIATED STUDENTS, INC.

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

Student Program Assistant Palm Desert Campus

RATE OF PAY	\$11 per hour
OPENING DATE	TBD
CLOSING DATE	TBD
TARGET START DATE	TBD
EMPLOYMENT STATUS	Student Assistant
LOCATION	Associated Students Inc. at California State University, San Bernardino, Palm Desert Campus
HOURS PER WEEK JOB	10-20 Hours
DESCRIPTION	In collaboration with the Marketing, Graphics, and Assessment departments of the corporation, the Program (Student Assistant) is responsible for the planning, promotion, execution, and assessment of all ASI events & services.
JOB DUTIES	<p>This position reports to the Student Programming Manager at the Palm Desert Campus and Senior Program Associate. This position would be responsible for the following:</p> <ul style="list-style-type: none">• Planning, scheduling, and execution of small and large scale events• Arrangement of audio-visual equipment transportation, displays, and other event needs• Networking and collaborating with other departments on campus for event sponsorships• Work with the Student Programming Manager and 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• Maintain and update all records of event aspects including budget, financial information, bills, etc.• Conduct after-event reports with Programming Team no later than one week after each event.• In charge of social outreach through tabling, presentations, and surveying• Attend various ASI programming meetings• Other duties as assigned

JOB REQUIREMENTS

- Ability to work independently and with others
- Behave and Communicate in a professional manner
- Ability to use Microsoft Suite (Word, Excel, Powerpoint)
- 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

Eligibility

- Must be a currently enrolled CSUSB student, attending the Palm Desert Campus
- Must be in good academic and judicial standing (not on probation)
- Must have a minimum GPA of 2.00

Resumes are preferred but not required.