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

Program Specialist

RATE OF PAY	$12.00/hour
OPENING DATE	04/5/19
CLOSING DATE	05/15/19
TARGET START DATE	06/17/19
EMPLOYMENT STATUS	Student Assistant
LOCATION	Associated Students Inc. at California State University, San Bernardino
HOURS PER WEEK	10-15 Hours
JOB DESCRIPTION	The Program Specialist is responsible for the planning, promotion, and execution of ASI events & services. This position reports to the Program Manager and Senior Program Associate (S.P.A.).

JOB DUTIES

- 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 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, Power-point, 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 communications, 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

APPLICATIONS MAY BE SUBMITTED *ONLINE AT CSUSB.EDU/ASI/GETTING-INVOLVED* FOR MORE INFORMATION ON THE POSITION E-MAIL: *janet.curiel@csusb.edu*

5500 University Parkway
San Bernardino, CA 92407
(909) 537-5932