



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

Program Manager

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. They are also responsible for chairing the ASI Activities Committee and for the supervision and management of the ASI 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 ASI programming team
 - Coordinate with S.P.A. for scheduling of the 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 event records including, but not limited to, 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 Activities Committee
- Chair and coordinate the ASI Activities 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

- 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