



ASSOCIATED STUDENTS, INC.

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

Special Projects Coordinator

RATE OF PAY	\$12.00 per hour
EMPLOYMENT STATUS	Student Assistant
LOCATION	Associated Students Inc. at California State University, San Bernardino
HOURS PER WEEK JOB	12 Hours per week
DESCRIPTION	The Special Projects Coordinator is responsible for assisting in administrative operations and providing specialized services such as researching, developing, implementing and evaluating important team wide projects and initiatives. Under the direction of the Executive Director, this position will assist members of the ASI team with corporate planning, organization and delivery of ASI services and programs. This coordinator is also tasked with the collection and retention of information from the College Legal Clinic, Box Office, and Palm Desert Campus.

JOB DUTIES

This position reports to the Executive Director and would be responsible for:

- providing coordination of special projects throughout the year that benefit the organization and students.
- conducting and analyzing research on student awareness and involvement with ASI services and programs
- researching and gathering data from various sources and databases as assigned by the Executive Director to assemble, format, and create preliminary presentations and technical reports.
- preparing and presenting information to ASI Board of Directors as assigned.
- demonstrating continuous effort to improve operations, streamline processes, and works cooperatively and jointly to provide quality service
- Perform other duties as assigned.

MINIMUM REQUIREMENTS

- Must be a current CSUSB Student in good academic standing
 - Must have and maintain a GPA of 3.0
 - Understanding of basic statistics and data collection process
 - Knowledge of survey creation
 - Ability to work independently and with others
 - Behave and communicate in a professional manner
 - Ability to follow verbal and written instructions
 - Be reliable, punctual and personable
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- Must be able to lift at least 50lbs
 - Ability to work independently and with others
 - Ability to use Microsoft Suite (Word, Excel, Powerpoint)
 - Ability to follow and give verbal and written instructions
 - Be reliable, punctual and personable
 - Adhere to all "Job Duties" descriptions as previously stated

**APPLICATIONS MUST BE TURNED INTO THE ASI OFFICE: SMSU-108
FOR MORE INFORMATION ON THE POSITION E-MAIL: abarcenas@csusb.edu**