

POSITION DESCRIPTION

Approved On:

May 11, 2022



Position Title: Program Specialist

Rate of Pay: \$15.00/hr

Employment Status: Student Paraprofessional

Location: San Bernardino

Hours Per Week: 10-15

Description: The Program Specialist is responsible for the planning, promotion, and execution of ASI events. This position reports to the Program Manager and Senior Program Coordinator.

Learning Outcomes: The student employee will identify and incorporate the appropriate event elements and services to meet the goals and student learning outcomes (SLOs) of programs and the corporation. The student employee will develop and apply effective principles of coordination through planning, budgeting, and marketing.

Job Duties & Responsibilities

- Interact with students through tabling, presentations, and surveying
- Attend various department and external meetings
- Meet weekly with Program Manager for delegation of tasks and debrief of programs
- Plan, schedule, promote, and execute events as assigned
- Network and collaborate with other departments/organizations on campus for programs
- Develop student learning outcomes for each event and follow up with assessment of outcomes
- Set up and break down logistical pieces of events such as, but not limited to: audio, visual and food equipment, chairs, tables, decorations, etc.
- Work with ASI graphics and marketing teams for creation and distribution of marketing materials
- Work with the Program Manager to ensure timeliness of transactions and compliance of campus policies & procedures
- Ensure that there is documentation of paperwork, budget, logistics and other details for each event
- Develop program reports within a week after each event
- Other duties as assigned

Minimum Requirements

- Ability to work independently and with others
- Communicate in a professional manner
- Ability to use Microsoft Office Suite (Word, Excel, PowerPoint, Outlook & Teams)

Preferred Qualifications

- Experience in event planning and promotion
- Pursuing a degree in communication, marketing, business or related field

Eligibility

- Must be a currently enrolled student at Cal-State San Bernardino
- Must be in good academic and conduct standing with the university (no probation, conduct violations or proceedings)
- Must have (before applying) and maintain a 2.0 semester/cumulative GPA

For more information on this position, please email asi-hiring@csusb.edu. Please include name and position description.