

## POSITION DESCRIPTION

Approved On:

July 11, 2022



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**Position Title:** Special Projects Coordinator

**Rate of Pay:** \$15.50/hr

**Employment Status:** Student Paraprofessional

**Location:** San Bernardino

**Hours Per Week:** 15-20

**Description:** The Special Projects Coordinator is responsible for assisting in administrative operations and specialized duties such as web development, media design, reporting, and assessment. Under the direction of the Associate Director and Executive Director, this position will assist members of the ASI team with corporate training, assessment, and development of ASI-related projects.

**Learning Outcomes:** Student employee will be able to conduct assessment projects and apply these practices to streamline organizational and administrative processes.

Student employee will be able to organize and analyze data to generate reports to ASI staff and leadership.

### Job Duties & Responsibilities

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- Provide coordination of special projects throughout the year that benefit the organization and students.
- Assist with the development and maintenance of the ASI website.
- Work with IT to ensure website follows campus and ADA guidelines.
- Create visually appealing reports that highlight notable data and moments for the corporation.
- Develop and design monthly newsletter to send out to the student body.
- Periodically maintain and update online training modules for corporate staff.
- Work with the corporate staff to document and monitor completion of required training(s).
- Coordinate staff meetings and create supporting documentation (e.g. agendas and minutes).
- Create surveys and generate report of feedback as it pertains to ASI programs and services.
- Demonstrate continuous effort to improve operations and streamline processes.
- Perform other duties as assigned.

## **Minimum Requirements**

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- Experience in graphic design and website development.
- Understanding of basic statistics and data collection.
- Ability to work independently and with others.
- Good oral and written communication skills.
- Ability to use Microsoft Office Suite (Word, Excel, PowerPoint, Outlook & Teams).

## **Eligibility**

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- 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](mailto:asi-hiring@csusb.edu).