

## POSITION DESCRIPTION

Approved On:

November 21, 2022



---

<b>Position Title:</b>	Program Specialist
<b>Rate of Pay:</b>	\$15.50/hr
<b>Employment Status:</b>	Student Paraprofessional
<b>Location:</b>	San Bernardino
<b>Hours Per Week:</b>	10-15
<b>Description:</b>	The Program Specialist is responsible for the planning, promotion, and execution of ASI events. This position reports to the Productions Manager and Senior Program Coordinator.
<b>Learning Outcomes:</b>	<p>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.</p> <p>The student employee will develop and apply effective principles of coordination through planning, budgeting, and marketing.</p>

### Job Duties & Responsibilities

---

- Interact with students through tabling, presentations, and surveying
- Attend various departmental and external meetings
- Meet weekly with Productions 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 (SLOs) 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 the ASI graphics and marketing teams for creation and distribution of marketing materials
- Work with the Productions Manager and Senior Program Coordinator 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 minimum GPA of 2.0 (semester and cumulative)

For more information on this position, please email [asi-hiring@csusb.edu](mailto:asi-hiring@csusb.edu). Please include name and position description.