



ASSOCIATED STUDENTS, INC.

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

Program Specialist

RATE OF PAY

\$13.00/hour

EMPLOYMENT STATUS

Student Assistant

LOCATION

Associated Students Inc. at California State University, San Bernardino

HOURS PER WEEK

10-15 hours

JOB DESCRIPTION

The Program Specialist is responsible for the planning, promotion, and execution of ASI events & services. This position reports to the Program Manager and Senior Program Coordinator (S.P.C.).

STUDENT 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

- Coordinate outreach for ASI functions through tabling, presentations, and surveying
- Attend various ASI meetings
- Meet weekly with Program Manager for delegation of tasks and debrief of programs
- Plan, schedule, and execute events as assigned
- Set up ASI audio, visual and food equipment for events
- Work with the Marketing Manager on the distribution of marketing materials
- Network and collaborate with other departments/organizations on campus for programs
- Prepare documentation with the Program Manager to ensure timeliness of transactions and compliance of campus policies & procedures
- Develop program reports with programming team no later than one week after each event
- Other duties as assigned

JOB REQUIREMENTS

- Ability to work independently and with others
- Behave and communicate in a professional manner
- 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
- Ability to lift up to 50 lbs. with or without assistance
- Adhere to all "Job Duties" descriptions as previously stated

PREFERRED QUALIFICATIONS

- Experience in tabling or event promotion
- Pursuing a degree in communications, marketing, business or related field

ELIGIBILITY

- 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