**POSITION DESCRIPTION**

*Approved On:**April 21, 2025*

**Position Title:** Program Specialist

**Rate of Pay:** $16.50/hr

**Employment Status:** Student Paraprofessional

**Location:** San Bernardino

**Hours Per Week:** 15-20

**Description:** 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.

**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 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.