**POSITION DESCRIPTION**

*Approved On:**April 21, 2025*

**Position Title:** Special Projects Coordinator

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

**Employment Status:** Student Employee

**Location:** San Bernardino

**Hours Per Week:** 18-20

**Description:** Under the general direction of the Associate Director, the Special Projects Coordinator is responsible for assisting in administrative operations, and specialized duties such as web development, reporting to students, and assessment.

**Student Learning**

**Outcomes (SLOs):** 1) Student employee will be able develop and apply practices to streamline organizational and administrative processes.

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

**Job Duties & Responsibilities**

* Coordinate special projects throughout the year that benefit the organization and students.
* Assist with the development and maintenance of the ASI website.
* Assist with administrative duties to the Executive Director
* Ensure website follows campus and ADA guidelines.
* Create reports that highlight term and/or annual data of the corporation.
* Develop and design monthly newsletter to send out to the student body.
* Maintain and update online training modules for corporate staff.
* Work with the corporate staff to document and monitor completion of required training(s).
* Assist in coordinating 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.
* Perform other duties as assigned.

**Minimum Requirements**

* Experience in graphic design.
* Ability to work independently and with others.
* Good oral and written communication skills.
* Ability to use Microsoft Office Suite (Word, Excel, PowerPoint, Outlook & Teams).

**Preferred Qualifications**

* Experience with website development.

**Eligibility**

* Must be a currently enrolled student at California State University, 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).