

## **SMSU Program Board**

### *Programming Student Assistant*

**Pay Rate:** \$16.90/hr.

**Job Description:** The Santos Manuel Student Union Program Board plans, promotes, and executes fun, free, and exciting co-curricular events for the general student population. The SMSU Program Board student assistant will provide programming support by developing and implementing new programs and events. They are responsible for collaborating, researching, contacting vendors, and identifying entertainment for these campus events.

Under the supervision of the Coordinator of Program Board, the Programming Student Assistant will have the following specific and on-going responsibilities and duties:

- Creating new, innovative events
- Contacting and negotiating with vendors
- Work closely with campus departments for collaborations
- On-campus deliveries
- Develop and maintain spreadsheets
- Data entry
- Answer phones
- Attend on-campus meetings on behalf of the department
- Assist with department programs (i.e., CoyoteFEST, dances, game shows, etc.)
- Social media platform management
- Marketing, promotion, and advertising (i.e., creating flyers/posters, tabling, presentations, etc.)
- Attend weekly staff meetings
- Attend weekly mandated staff meetings and SMSU trainings
- Adhere to SMSU policies
- Perform other duties and responsibilities as assigned

### **Skills/Abilities/Experience required for this job:**

- Must maintain a 2.0 semester and cumulative G.P.A. and be enrolled at least half-time in courses at CSUSB
- Ability to communicate effectively with a diverse group of people
- Ability to learn quickly and complete assignments in a timely manner
- Ability to multitask
- Detail oriented
- Punctual/Reliable
- Ability to work both in a team and individually

- Ability to work in a fast-paced environment
- Maintain a positive attitude
- Maintain good attendance
- Excellent phone and organizational skills

**Please let us know if you are eligible for Federal Work Study.**