



# Job Description

**Department:** University Student Union

**Position Reports to:** Coordinator of USU Programs & Services

**Position Title:** USU Live Event Programming Assistant

**Exempt or Non-Exempt:** Non-Exempt

**Time Base:** Average 15 hrs/wk, Maximum 20 hrs/wk

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## **PURPOSE OF POSITION:**

Under general supervision, the **USU Live Event Programming Assistant** provides programs, events and community building opportunities for the CSUSM campus community, coordinating programs and events for the University Student Union (USU). Other responsibilities include providing excellent customer service to all patrons and guests of the University Student Union while serving as an ambassador to increase student life, campus climate, and promote wellness throughout campus.

## **USU Live Programming Assistant (Six Focus Areas)**

### **Position Requirements:**

- Must be continuously enrolled at least half-time during the academic year. Undergraduate students (including credential students) must be continuously enrolled for a minimum of 6 units. Graduate students must be continuously enrolled for a minimum of 4 graduate level units.
- Must maintain 2.0 cumulative GPA.
- Must remain in good standing with the University.
- Must be able to lift up to 50 pounds.
- Must have previous experience assisting with event planning, coordination, and support.
- Must be available to work summer, evenings and weekends as required for USU Live programs.
- Attend all required training programs including but not limited to Defensive Driving, Food Handlers and event planning.

### **Responsibilities include, but are not limited to**

- Plan and coordinate a variety of student-focused events in congruence with the CSUSM Co-curricular model.
- Attend all meetings, trainings, workshops and program planning processes.
- Partner with student organizations and other campus entities to provide exciting and rewarding campus activities.
- Coordinate with the USU Marketing Team to ensure promotion of USU Live programs while being mindful of marketing request timelines.
- Assist with developing, designing, and producing marketing and informational materials.
- Create design ideas for promotional items.
- Create and maintains ongoing communication with the USU/REC staff, USU Live Program Coordinator and peers, to set deadlines, manage workload, and remain current with departmental needs.
- Serve as an ambassador for the USU and USU Live by providing high energy, enthusiasm, and effective communication.
- Accept and learn from constructive feedback and ask for assistance when necessary.
- Attend all required Student Assistant training programs
- Prioritize safety and risk management at all times.
- Comply with all university and USU policies and procedures.
- Ability to work well with diverse groups, clients, constituents, and event types including events for and by students, faculty, university departments, and community groups.
- Ability to work independently to coordinate, implement and plan events of a varied and complex nature and collaborate with peers and other campus entities/partners.
- Ability to move event-related equipment and supplies in an efficient manner.
- For assigned events, maintain accurate budget records and ensure all pre-event and post-event forms are completed.
- Serve food or beverages for events (Must be willing to be trained in food handlers safety)
- Other duties as assigned.

**Hourly Rate:** Starting at \$16/hour

## **USU Live Programming Assistant Focus Areas:**

### **USU Creative & Social Specialist**

This role coordinates social events such as new experiences and themed events, etc. Each year, this role has created new programs and/or series events to encourage student involvement in USU. These events could include game nights, karaoke nights, or other themed nights.

### **USU Spirit & Collaborations Specialist**

This role actively collaborates with campus and building partners (Cross Cultural Center, Women & Gender Equity Center, Pride Center, Latinx Center, Black Student Center, Asian & Pacific Islander & Desi American Center, American Indian Student Center, Associated Students Inc., Student Leadership & Involvement Center, Campus REC, Athletics) to serve as liaison to promote student engagement. This role organizes pep rallies for home games, monthly cultural appreciation events with the student life centers, and creates new spirited ways to engage students.

### **USU Outreach Specialist**

This role serves as a liaison to USU marketing team for support in design, social media, and video projects. They coordinate and manage USU Live's marketing resources including a-frames and table tents. They plan and coordinate social media ideas with USU Live programmers to present to the USU Marketing team. They also plan out monthly tabling events to promote the USU Live events for each month and promote hiring in spring semester. This role is vital in promoting what USU Live is/does.

### **USU Series Specialist**

This role coordinates recurring series events including but not limited to Cougar Cinema, Crafty Cougars, and USU Unplugged (once a semester). This role has the opportunity to create a new series of events to appeal to various student interests if they see a need for it.

### **USU Signature Specialist**

This role connects with a number of outside vendors and rental companies to coordinate USU Live's large-scale events. These events include but are not limited to: Weeks of Welcome, Casino Night, Welcome Back Week, Spring Kickoff.