

## California State University San Marcos Corporation (CSUSM Corp)

### JOB DESCRIPTION - Student Assistant

**Project Name:** Associated Students, Inc.

**Job Title:** Programing Specialist – CAB

**Hours per Week:** 17 hours per week, up to 20 hours per week in the fall & spring semesters

**Length of Appointment:** Fall 2021; Renewal Consideration after Fall

**Purpose of the job (definition):** As a function of the Associated Students, Inc. at Cal State San Marcos, the Campus Activities Board provides the campus with a wide variety of activities and programs geared toward increasing the quality of life on campus. The division is comprised of several student members that work collaboratively toward creating programs and services that appeal to all students enrolled at CSUSM. The Programming Specialist position will be responsible for maintaining, developing, and supporting educational and social programs and activities at Cal State San Marcos, as well as collaborating with other Campus Activities Board Specialists in creating a semester calendar and innovative campus wide traditions. This person will serve as the student spokesperson for all of the focus areas established each semester, which include but are not limited to novelty and variety, community service and engagement, pride and traditions, marketing and outreach, and on-the-road programs which fall in line with the CSUSM Co-Curricular Model.

### Primary Duties and Responsibilities

#### Administrative

- a. Check e-mails once a day.
- b. Complete timesheets by the 15<sup>th</sup> and last day of the month.
- c. Complete shift logs after each shift worked.
- d. Provide supervisor with semesterly availability prior to the commencement of each semester & notify supervisor of schedule changes as soon as possible.
- e. Maintain updated drive file for each individual program including but not limited to budget, agenda, supply list, planning timeline, key contact list, contracts, marketing plans, and photos from the event.
- f. Complete program proposals, planning forms, risk forms, and event evaluations.

#### Program Duties

- a. Assist with cart prep, event set up, event execution, and event break down.
- b. Greet attendees as they arrive and inform them of program details.

#### Training and Staff Meetings

- a. Attend CAB Fall Staff Advance August 19 & 20 and 27, 2021.
- b. Attend ASI All Staff Retreat August 23-25, 2021 off campus.
- c. Attend CAB Spring Advance January 19-21, 2022.
- d. Attend and participate in weekly staff meetings.
- e. Attend 1:1 meetings with supervisor.
- f. Attend minimum amount of ASI LEAP training workshops and complete required feedback forms.

#### CAB Specialist Responsibilities

- a. Complete specialist specific duties assigned.
- b. Complete other projects as assigned by supervisor.
- c. Attend and participate in programming and committee meetings.
- d. Coordinate programs details including, location, time, date, marketing.
- e. Design, plan, implement, and evaluate programs that fit the needs of the campus community and are in line with the CSUSM Co-Curricular Model.
- f. Develop innovative, intentional programs and initiatives that actively engage the campus community.
- g. Collaboratively work with the ASI Media & Communications Team to develop marketing for upcoming programs and events.

- h. Seek collaborative relationships and co-sponsorship opportunities with other campus entities.
- i. Program with intentionality and focus on the quality and impact of events on student involvement.
- j. Foster and grow resilient working relationships with campus partners.
- k. Publicize and build awareness of each program through a marketing and PR plans, a-frames, flyers, digital signage, social media, chalking, bulletin boards, campus announcements, and other avenues as necessary.

#### **CAB Programs**

- a. Attend and staff ASI and CAB events as assigned by supervisor.
- b. Support, promote, and stay well-informed of other CAB specialist programs.
- c. Assist in developing Campus Activities Board key priority goals for the year.

#### **Other Duties as Assigned**

- a. Complete other related tasks as assigned by supervisor.

### **Job Qualifications**

#### **Knowledge of**

- b. The mission, vision, and values of Associated Students, Inc., of California State University San Marcos
- c. Program planning, implementation, and assessment.

#### **Ability to**

- a. Effectively manage time and multiple projects both individually and collaboratively, take initiative, and be self-directed.
- b. Stay well-informed of current events on campus and general campus climate.
- c. Use independent judgment to solve problems and make decisions regarding CAB when professional staff are not present.
- d. Be mature, responsible, and sensitive towards cultural differences.
- e. Effectively use Microsoft Office Suite, e-mail, social media, and other job-specific technology.
- f. Maintain effective, inclusive, and positive communication with members of the ASI staff, attendees of CAB programs, and campus community.
- g. Adhere to ASI student employee expectation.
- h. Work summer, evenings, and weekends as required for ASI programs.
- i. Communicate clearly and accurately verbally and written.
- j. Commit to developing a high quality of student life on campus.
- k. Establish healthy, mutually beneficial relationships with others.
- l. Be punctual, professional, and dependable.

#### **Experience**

- a. Have proven experience working cooperatively as part of a team.
- b. Strong interpersonal skills and the ability to work collaboratively with diverse students, staff, faculty, and community members.
- c. Previous experience organizing events.

#### **Education**

- a. To be employed with ASI, students must be enrolled in at least 6.0 units at CSUSM each semester, in good standing with the University. Students must also maintain a semester and cumulative GPA of at least 2.0. Grades will be checked at the end of each semester.

**Hourly Wage:** \$14.00/hour

**Application Process:** Submit application online at ASI website: [bit.ly/applyasi](http://bit.ly/applyasi). Attach a resume and cover letter stating why you feel you would be a good fit for the Campus Activities Board as well as what skills you could contribute to the team.

#### **Prepared By:**

Kalie Sabajo, Student Engagement Coordinator – 3/1/2021.