California State University San Marcos Corporation (CSUSM Corp)

JOB DESCRIPTION - Student Assistant

Project Name: Associated Students, Inc. **Job Title:** Programming Specialist – CAB

Supervisor: Daphne Joie Calaguas, Student Engagement Coordinator

Hours per Week:

- Up to 19 hours/week during the Fall semester
- Up to 20 hours/week during the Spring semester
- Up to 10 hours/week during the Summer term

Length of Appointment: 2023/2024; Renewal Consideration at the end of the Fall semester

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 individually and 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 worth of events as well as continuing innovative campus-wide traditions. This person will serve as a spokesperson for one of the many focus areas of the Campus Activities Board: Novelty and Variety, Community Service and Social Engagement, Pride and Traditions, and Temecula Campus Events and Programs, which all 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 15th 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.
c. Staff other CAB programs that are planned by peers.

Training and Staff Meetings

a. Attend Campus Activities Board Fall Training Monday, August 14 and Tuesday, August 15 2023
b. Attend and participate in weekly staff meetings (to be determined before every semester)
c. Attend 1:1 meetings with supervisor.
d. Attend minimum amount of ASI LEAP training workshops and complete required feedback forms.

CAB Specialist Responsibilities

a. Complete specialist specific duties assigned and applied to you:
    - Pride and Traditions Specialist (2 positions)
        - Position 1
            - Responsible for overseeing First Night Celebration (Monday, Aug. 28, 2023) and

Festival 78 (April 20, 2024)
    - Position 2
        - Responsible for overseeing Cougarfest (Tuesday, Nov. 7, 2023) and Kickoff 78 (Thursday, Mar. 14, 2023)
    - Planning and maintaining campus traditional events year-round
    - Lead the ASI Volunteer Event Support Team (VEST)
- Novelty and Variety Specialist (2 positions)
    - Responsible for creating or replicating events like Anime Expo, Cougars Beautiful Botanicals
    - Planning and executing events that gauge what trends there are among students and plan events catering to those interests
- Community and Social Engagement Specialist (1 position)
    - Responsible for overseeing the Alternative Spring Break (March 16-March 23) Cesar Chavez Day of Service, Giving Day, Constitution Day planning efforts as well as providing support to BOD members if ideas align with this specialist
    - Planning and executing events that engage students with their environment to further grow their student development and their connection to their surroundings
    - Lead the ASI Creating Arts For Events (CAFÉ) team
- Temecula Campus Events and Programs (1 position)
    - Responsible for maintaining programming and events efforts at the CSUSM Temecula Campus
    - Planning and executing events that engage students at the CSUSM Temecula campus

b. Complete other projects as assigned by supervisor (this includes planning and executing any Weeks of Welcome events that we are assigned).
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 event.
h. Seek collaborative relationships and co-sponsorship opportunities with other campus entities. Program with intentionality and focus on the quality and impact of events on student involvement.
i. Foster and grow resilient working relationships with campus partners.
j. 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. Staff all CAB events unless there is conflict with class schedules.
d. Assist in developing Campus Activities Board key priority goals for the year.
e. Plan, support, and execute the following events:
    - Pride and Traditions Specialists
        - Position #1: First Night Celebration and Festival 78
        - Position #2: CougarFest and Kickoff 78
    - Community and Social Engagement Specialist
        - Alternative Spring Break
        - Constitution Day
        - Giving Day
        - Cesar Chavez Day of Service
    - Any Weeks of Welcome events
    - Any Novelty and Variety events

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: Starting at $15.50/hour

Application Process: Submit application online at ASI website: bit.ly/applyasi. Email Daphne Joie Calaguas at dcalaguas@csusm.edu and 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.