



ASSOCIATED  
STUDENTS INC.  
C H A N N E L  
I S L A N D S

## Event Assistant

Compensated Educational Leadership Opportunity  
Associated Students Inc., Student Programming Manager  
California State University Channel Islands



[APPLY!](#)



[CI\\_SPB](#)



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## About The Role

The purpose of Student Programming Board (SPB) is to increase CI student engagement through cultural, educational and social programming. The Student Programming Board Event Assistant serves to foster community and enhance student learning and development on the CI campus by supporting holistic programming in accordance with ASI By-Laws and the approved current working SPB Constitution.

- **Employment Rate:** \$16.50 per hour
- **Hours:** Monday- Friday, 8am-5pm, 20 hours per week. Hours may vary depending on event weeks. Night flexibility is required.
- **Start Date:** August 1, 2022. Required on campus employee training dates include: Monday-Friday, 8am-5pm, August 1-19, 2022. Contracted through winter, spring, and summer breaks.

## Responsibilities

- Staff SPB events and provide coverage at various programs throughout the semester.
- Work with an assigned SPB Student Supervisor to forecast, manage and reconcile the budgets for each event that you are assigned to lead.
- Solicit quotes from and negotiate with vendors for event-related services and rentals.
- Provide clear and professional communication with prospective vendors.  
Serves within the team of guides for Ekho the mascot at requested events.

## Requirements

- ✓ Must pass a background test.
- ✓ Must be enrolled as a student at CSU Channel Islands.
- ✓ Must maintain a cumulative and semester GPA of 2.5 or higher and be in judicial good standing.