Associated Students Inc.
California State University Channel Islands

Compensated Educational Leadership Opportunity
Student Programming Board Director of Operations

Division: Student Affairs
Area: Associated Students Inc.
Office: Student Programming Board
Position Title: Director of Operations
Hours: 15 hrs. /wk.
Classification: Level I
Employment Rate: $430.62 semi-monthly flat rate payment
Contact: Tonee Sherrill Phone: 805-437-3273 / Email: Tonee.sherrill@csuci.edu
Supervisor: Tonee Sherrill

Associated Students Inc.
Associated Students Incorporated (ASI) is a non-profit auxiliary which exists to support the educational mission of CSU Channel Islands. ASI facilitates learning and development through integrative and co-curricular approaches and identifies and responds to major student issues and initiatives. In addition, ASI implements sound business practices which uphold the fiduciary responsibility associated with the management of student fees, and funds the operation and facility of the CI Student Union.

ASI is the umbrella organization governing the process, policies and procedures of four main entities: Student Government, Student Programming Board, The Nautical yearbook and The Channel Islands View newspaper.

ASI is committed to the development of our student leaders. Students involved in ASI leadership opportunities will develop in the following skill sets: Interpersonal skills, Problem Solving, Effective Communication, and Leadership Identity Formation.

Entity Purpose Statement
The purpose of Student Programming Board (SPB) is to increase CI student engagement through cultural, educational and social programming.

Position Description
Ensures the success of SPB programs through coordinating SPB communication and marketing efforts and provides assistance with functions related to the administration and general operations of the SPB office.

Eligibility
- Undergraduate student:
  - Be currently enrolled at CI.
  - Be enrolled in a minimum of 6 units throughout the term of service.
  - Applying sophomores, juniors, and seniors must have a minimum cumulative and semester CI grade point average of 2.5 at the time of selection and must maintain this minimum average throughout the term of service.
    - Applying freshman will not have a CI grade point average at the time of selection, and thus must have a minimum cumulative and semester CI grade point average of 2.5 following completion of their first semester, and must maintain this minimum average throughout the term of service.
  - Be in good judicial standing (not on academic or disciplinary probation) at the time of application or at any time during the term of service.
  - Be free of any holds on University records.

- Graduate and credential student:
  - Be currently enrolled at CI.
  - Be enrolled in a minimum of 3 units throughout the term of service.
  - Have successfully completed 6 semester units of credit prior to the beginning of the semester, all of which must have been completed at CI.
  - Have a minimum cumulative and semester CI grade point average of 3.0 at the time of selection and must maintain this minimum average throughout the term of service.
  - Be in good judicial standing (not on academic or disciplinary probation) at the time of application or at any time during the term of service.
  - Be free of any holds on University records.
Responsibilities

The Director of Operations:

- Attends all Division of Student Affairs trainings, ASI trainings, leadership development seminars, Echo CI Web Support training and budget meetings.
- Abides by the ASI Bylaws and SPB Constitution as definitive governing documents.
- Meets with the ASI Assistant Director once per week, along with the SPB Executive Leadership Team.
- Attends and coordinates the logistics and scheduling for all SPB General Board Meetings, Executive Leadership Team Meetings, and SPB programs (attendance is excused, upon ASI Assistant Director’s approval, when academic conflicts are present or due to emergency circumstances).
- Holds set office hours and publicly posts updated office hours each semester.
- The SPB Director of Operations will coordinate and perform office services promoting efficiency and clear communication.
- Answers the phone, checks voicemail, and forwards messages to appropriate persons regularly.
- Maintains the SPB Office calendar, bulletin boards, door folders, the organization and cleanliness of the office, and a current inventory of all SPB supplies and supply closet.
- Maintains effective and regular communication with SPB President, Vice President, and Street Team.
- Maintains and updates SPB email account, contact lists, records (at meetings), distributes General Board and Executive Team Meeting via email, and posts General Board Meeting Agendas 24 hours prior to the corresponding meeting.
- Manages updates and maintains SPB social media, and sends all SPB-related communication to members and the campus community.
- Ensures the success of SPB programs through the coordination and leadership of SPB’s marketing efforts (Street Team, print, web, tabling, a-frames, social media, etc.)
- Maintains a comprehensive marketing schedule for all SPB marketing efforts and is responsible for obtaining and distributing all SPB marketing materials in a timely manner. This includes, but is not limited to, submitting design and print requests, posting flyers through the Multicultural Dream Center, and placing/picking up a-frame signs.
- Responsible for the management, updates and aesthetic of SPB’s web page and social media.
- Maintains a current record of all SPB members and their involvement in SPB committees and programs.

Position Qualifications

All candidates for the position of SPB Director of Operations must:

- Demonstrate previous leadership and/or event experience.
- Possess excellent customer service, interpersonal, written and verbal communication skills and the ability to direct the work of a variety of diverse individuals.
- Possess basic skills with computers and word processing programs.
- Possess strong knowledge of English, grammar, spelling and punctuation.
- Have the ability to use judgment and discretion to act independently on occasion when precedents do not exist.
- Be able to work effectively with minimal supervision.
- Be professional in appearance and behavior when representing SPB in all capacities.
- Possess a willingness to develop exceptional leadership skill which includes the ability to: uphold the University mission; serve as a role model for the CI community; communicate effectively both verbally and in writing; work collaboratively with peers, faculty, staff, community members, and vendors; manage large amounts of detail and be efficient with time; build team and enhance student learning and development within SPB membership.
- Embrace and embody the CI Leadership Definition: With excellence and integrity, CI leaders serve others, build community, personally flourish and act in a positive and socially responsible manner.

It is preferred that all candidates for the position of SPB Director of Operations possess:

- An understanding of the dynamics of planning and promoting events, maintaining an office, and managing a staff.
- Previous SPB leadership experience.
- Previous administrative/office experience.
- Confidence in his/her ability to effectively solve problems and manage conflict.
- Familiarity with the structure and procedures of Associated Students Incorporated at California State University Channel Islands.

Appointment

- This appointment will be for one academic year starting June 1 of the current year through May 31 of the following year. This position is contracted through winter, spring and summer break. If eligible, the current Director of Operations may re-apply for the position to be considered for the subsequent year.
- The Student Programming Board Director of Operations position is a compensated educational leadership opportunity in which the student receives a semi-monthly, flat rate payment for the assignment. The time to complete the work of this
appointment is estimated to be approximately 15 hours per week; the accountability for the work of this position, however, is output measured through adherence to the expectations of the position description, and completion of planned projects and programs. Work output, adherence to the position description, and completion of planned projects and programs will be assessed through regular meetings with the ASI professional staff supervisor.

Conditions of Employment
As conditions of employment, student employees:
- Must pass a background check.
- May be subject to drug tests.
- The person holding this position is considered a 'mandated reporter' under the California Child Abuse and Neglect Reporting Act and is required to comply with the requirements set forth in CSU Executive Order 1083 as a condition of employment.

Student’s Name: ___________________________ Signature: ___________________________ Date: ______

Supervisor Name: Tonee Sherrill, ASI Assistant Director  Signature: ________________ Date: ______