

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

Position Title: President	Office: Student Programming Board
Hours: 20 hrs. /wk.	Employment Rate: \$650 semi-monthly flat rate payment
Area: Associated Students Inc.	Classification: Level III
Supervisor: Student Union Events Coordinator	Division: Student Affairs
Contact: Monica Campos / monica.campos@csuci.edu	Phone: 805-437-3929

Position Description

The purpose of Student Programming Board (SPB) is to increase CI student engagement through cultural, educational and social programming. The President envisions the direction for SPB as it strives to plan, promote and produce a diverse and balanced selection of student-centered programs that are educational, cultural and social in nature and that reflect the needs and interests of all CI students, leading and inspiring members to work toward achievement of that end.

Responsibilities

Organizational Management:

- Establishes the annual SPB event calendar with the SU Events Coordinator to coordinate meaningful, relevant programs throughout the academic year that meet the diverse needs of the CI student body.
- Sets, publishes and manages program manager event schedules and ensures all deadlines are met.
- Oversees all aspects of event production from pre-planning to event execution.
- Responsible for determining learning outcomes and developing program assessments.
- Along with the Vice President, creates agenda for and conducts weekly SPB Board meetings.
- Holds regular office hours and publicly posts updated office hours each semester.
- Serves as a representative on ASI's student, staff and faculty Board of Directors, which usually meets once a month on Thursdays from 7:40-9:00 a.m and serve on an ASI Board subcommittee, as outlined in the ASI bylaws.

Personnel Management:

- Is responsible for personnel management: staff training, team development, supervision, individual & team production.
- Schedules and attends weekly executive meetings with the SPB executive leadership team throughout the term of office.
- Serves as the student supervisor to the SPB Vice President and assigned program managers and provides general oversight for their related responsibilities.
- Schedules and facilitates weekly one-on-one meetings with assigned program managers.
- Reviews and approves all assigned program manager event proposals.

Membership Management:

- Works closely with the Student Union Events Coordinator to ensure meaningful leadership development opportunities, training and personal growth are offered to the SPB members.
- Attends and presides over all SPB Board meetings (attendance is not required when academic conflicts are present or due to emergency circumstances).
- Attends/coordinates the logistics and scheduling for all SPB General Board retreats, recruitment events, new member orientations, and tabling (attendance is excused, upon ASI Assistant Director's approval, when academic conflicts are present or due to emergency circumstances).
- Gathers data and analyzes assessments pertaining to learning outcomes for student volunteers.
- Develops and implements strategies for recruitment, retention and exit of SPB membership.
- Communicates any changes in current and potential SPB members to Student Union Events Coordinator.
- Plans membership bonding, training and development, and retreat meetings.
- Sets a goal for the number of General Board Members wanted and provides regular status updates to the SPB Executive Leadership Team.
- Maintains a current record of all SPB members and their involvement in SPB committees and programs.
- Creates membership incentives and provides recognition to outstanding General Board Members.

Budget:

- In consultation with SPB's Vice President, develops and presents an annual budget.
- Oversees all income and expenses.
- Provides direction to the Vice President in monitoring all income and expenses.

Spirit Squad:

- Serves within the team of guides for Ekho the mascot at requested events.
- Maintain the highest level of confidentiality in order to protect the identity of the person(s) serving as the mascot.

- Interacts with various campus constituencies, attend programs, and obtain information regarding campus activities.
- *Other duties as assigned.

Position Qualifications

All candidates for the position of SPB President 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 any and all capacities.
- Possess a willingness to develop exceptional leadership skills which include 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; and create a vision which propels SPB to the next level of excellence.
- 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 President possess:

- An understanding of the dynamics of planning events, maintaining an office and managing a staff.
- Previous SPB leadership experience.
- Knowledge of creating and maintaining a budget.
- 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 Expectations

- 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 President may re-apply for the position to be considered for the subsequent year.
- The Student Programming Board President 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 20 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.
- Attends all Division of Student Affairs trainings, ASI trainings, leadership development seminars and budget meetings.
- To abide by the ASI Bylaws and SPB's Constitution as definitive governing documents.
- Be on time, prepared for work, and in attendance at all scheduled events, office hours, trainings and meetings.
- Attends all SPB Board meetings (attendance is not required when academic conflicts are present or due to emergency circumstances).
- Attends weekly executive meetings with the Student Union Programming Board officers & Advisor throughout the term of office.
- Attend monthly ASI Leadership Development meetings throughout the term of office.

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.
- Must be available to work flexible hours including nights and weekends.

Student's Name: _____ Signature: _____ Date: _____

Supervisor Name: Monica Campos, Student Union Events Coordinator Signature: _____ Date: _____