

# Student Programming Board Program Manager

## Compensated Educational Leadership Opportunity

### Associated Students Inc., California State University Channel Islands

<b>Position Title:</b> Program Manager	<b>Office:</b> Student Programming Board
<b>Hours:</b> 20 hrs. /wk.	<b>Employment Rate:</b> \$617.50 semi-monthly flat rate payment
<b>Area:</b> Associated Students Inc.	<b>Classification:</b> Level I
<b>Supervisor:</b> Student Union Events Coordinator	<b>Division:</b> Student Affairs
<b>Contact:</b> Monica Campos / monica.campos@csuci.edu	<b>Phone:</b> 805-437-3929

### Position Description

The purpose of Student Programming Board (SPB) is to increase CI student engagement through cultural, educational and social programming. A Student Programming Board Program Manager 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.

### Responsibilities

#### **Event Coordination:**

- Initiate and support SPB program planning and implementation.
- Complete marketing efforts for events and oversee event logistics from conception to implementation.
- Assist with purchasing supplies for events.
- Staff SPB events and provide coverage at various programs throughout the semester.
- Assist with room reservations, food orders, and other operational duties to execute events.
- Communicate with vendors to confirm event details.
- Work with an assigned SPB Student Supervisor to forecast, manage and reconcile the budgets for each event that you are assigned to lead.
- Be informed of campus event policies and actively seek additional information as needed.
- Be aware of other campus programs and events, and proactively seek out collaborative partners.
- Promote SPB events through innovative and traditional PR/advertising techniques.
- Maintain detailed and updated records that include, but are not limited to attendance records, event reports, and program assessments.
- Assist the ASI professional staff with evaluating and assessing SPB programs.
- Attend events and handle assigned responsibilities to help ensure success for all SPB programs.
- Solicit quotes from and negotiate with vendors for event-related services and rentals.
- Solicit quotes from and negotiate with artists for event-related performances.
- Disseminate and pick up marketing materials.
- Maintains a comprehensive marketing schedule for all 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.
- Assist with updating and posting to SPB social media.

#### **Operational Responsibilities:**

- Set up and operate AV equipment, data projectors, etc.
- Ensure the safety and security of AV equipment, make sure all items are properly stored and accounted for in the AV storage closets upon completion of events.
- Ensure cleanliness of facility throughout duration of event.
- Assist other associates with setup of furnishings, A/V equipment, etc.
- Promptly report all problems with furnishings and/or A/V equipment to supervisor/s.

#### **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.
- Research and identify opportunities to grow the identity and presence of the mascot.
- Maintain Ekho's social media presence.

\*Other duties as assigned.

## Position Qualifications

- 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.
- Must be well organized and flexible to meet time, priority and workload demands.
- Must be able to work effectively with a diverse campus population.
- Must have an outgoing and creative personality with a passion for student engagement through CI spirit.
- Must possess strong verbal and written communication skills.
- Must be well organized and able to manage multiple tasks simultaneously with accuracy.
- Must be responsible, friendly and courteous.
- Ability to work independently with minimal supervision.
- Ability to take direction with attention to detail.
- General office experience is recommended which includes but is not limited to knowledge of PC computers, Microsoft Office Systems (Word, Excel, Publisher, and PowerPoint), and phone etiquette.
- Should have some customer service experience, which includes a communicative approach that supports a positive, cooperative, and open environment; as well as, conducts all interactions with respect, courtesy, directness, fairness and equality.
- Must have the ability to enforce all safety, facility, SU, ASI and University procedures and policies.

## 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 Vice President may re-apply for the position to be considered for the subsequent year.
- The Student Programming Board Program Manager 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.
- 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 Programming Board officers & Advisor 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: \_\_\_\_\_