

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

Position Title: Vice President	Office: Student Programming Board
Hours: 20 hrs. /wk.	Employment Rate: \$628.33 semi-monthly flat rate payment
Area: Associated Students Inc.	Classification: Level II
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 Vice President provides professional management of student personnel, programming functions and daily operation within the office of Student Programming Board (SPB), promoting efficiency and adherence to established deadlines in accordance with ASI By-Laws and the approved current working SPB Constitution.

Responsibilities

Organizational Management:

- When the SPB President is absent or unable to perform their duties, the Vice President assumes the responsibilities of the President.
- Advises the President concerning office operations, program assessment, expenses, and provides a full range of administrative and logistical support.
- Along with the SPB President, provides direction for weekly Executive team meetings.
- Assists in establishing 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.
- Maintains and updates the SPB email account and contact lists.
- Posts General Board Meeting agendas 24 hours prior to the corresponding meeting.
- Records meeting minutes at General Board Meetings and distributes finalized minutes publicly on website as well as via email to executive team and members.
- Manages updates and maintains SPB social media and sends all SPB-related communication to members and the campus community.
- Ensures the success of SPB and Student Union programs through the coordination and leadership of SPB’s marketing efforts (Street Team, print, web, tabling, a-frames, social media, etc.)
- Responsible for the management, updates and aesthetic of SPB’s web page and social media.
- Holds regular office hours and publicly posts updated office hours each semester.

Personnel Management:

- Serves as the student supervisor to 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.
- 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.

Budget:

- In consultation with the SPB President, develops and presents an annual budget.
- Monitors all income and expenses.
- Maintains an updated shadow budget and records all annual budget report notes.
- Keeps the Student Union Events Coordinator and SPB executive leadership team updated on the current balances.

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 Vice 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 PC 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 Vice President possess:

- An understanding of the dynamics of planning events, maintaining an office and managing a staff.
- Previous SPB 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 Vice President may re-apply for the position to be considered for the subsequent year.
- The Student Programming Board Vice 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.
- 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.
- Attends 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: _____