



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

## SPB BOOKING MANAGER

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



[APPLY!](#)



[CI\\_SPB](#)



805-437-2730



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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 event planning. The SPB Booking Manager serves to foster community and enhance student learning at events through supporting the SPB event planning team with day-to-day vendor communication, booking and coordination.

- **Employment Rate:** \$709.09 semi-monthly, flat rate payment. Based on 16.25 hourly rate
- **Hours:** Monday- Friday, 8am-5pm, 20 hours per week. Hours may vary depending on event dates & times. Evening & Weekend work hours & 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

- Help to plan campus wide events for CI students, alongside a dynamic event planning team!
- Help solicit quotes from and negotiate with vendors for event-related services and rentals.
- Assist with maintaining event budgets and with tracking event and SPB team expenses.
- Attend weekly event planning team meetings, and help lead weekly volunteer meetings fostering event planning involvement opportunities for CI students.

### 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.