California State University Channel Islands
Student Employment

Division: Associated Students Incorporated/ Student Affairs
Area: ASI
Office: Associated Students Incorporated
Position Title: Student Union Program Assistant
Hours: No more than 20 hours per week.
Rate: $12.50-$12.70
Contact: Tonee Sherill  Tel. (805) 437-8932/ Email: tonee.sherrill@csuci.edu
Supervisor: Tonee Sherrill

Office Description

Student Union Statement of Purpose
The Student Union serves to foster community and enhance student learning and development on the CI campus by providing exceptional services, supporting holistic programming, creating regular opportunities for staff development, and maintaining an environmentally responsible facility.

Student Leadership Definition
With excellence and integrity, CI leaders serve others, build community, personally flourish and act in a positive and socially responsible manner.

Job Qualifications and Requirements:
- 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.

Job Description
- Under the supervision of the ASI Facility Specialist, the primary responsibilities of the Student Union Program Assistant is to initiate and support Student Union program planning and implementation
- Complete marketing efforts for events and oversee event logistics from conception to implementation
- Assist with purchasing supplies for events
- Event staffing and coverage at various events 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 ASI Facility Specialist 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 Student Union 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 Student Union programs
• Attend events and handles assigned responsibilities to help ensure success for all Student Union programs
• Solicits quotes from and negotiates with vendors for event-related services and rentals.
• Solicits quotes from and negotiates with artists for event-related performances
• Disseminate and pick up marketing materials
• Assist with the Student Union social media

**Operations Responsibilities**

• Ensure adherence to the mission and goals of the Student Union, ASI, and the University.
• Be familiar with all campus locations.
• Be aware of all activities, services, and programs taking place in the Student Union.
• 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 Responsibilities**

• Serve as the primary guide for Ekho at requested events.
• Serve as the primary contact for customers in person, on the phone, and via email for Ekho booking.
• Interact 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.
• Will report all activities which are harmful, unethical, and against SU, ASI, and/or University policies and procedures.

**Customer Service**

• Know all Associated Students Incorporated and Student Union policies and procedures.
• Promote a safe environment where patrons can congregate.
• Maintain strict adherence to safety procedures.
• Interact with various campus constituencies, attend programs, and obtain information regarding campus activities.

**Professional Expectations:**

• Be on time, prepared for work, in attendance at all scheduled performances, office hours, trainings and meetings in specified Student Union attire.
• Seek creative solutions to problems and recommend improvements to programs, processes, systems and services.
• Maintaining Student Union information about employees and procedures confidential.
• Performs other duties as assigned.

**Conditions of Employment**

*As conditions of employment, student employees:*

• Must meet established driving standards
• 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 Union Student Assistants are required to participate in semester evaluations which observe and evaluate the capacity of the employee, including the employee’s ability to satisfactorily perform the essential functions of his or her job; and to observe and evaluate the employee’s work habits and conduct, including attendance and the employee’s relationship with coworkers and superiors.

Student’s Name: ______________________________ Signature: ______________________________ Date: _______

Supervisor’s Name: ___ __________ Signature: ______________________________ Date: _______