

Programs & Events Assistant

CLASSIFICATION: Student Assistant Level III
RATE: \$16.00 Hourly
WORKWEEK CLASS: Non-Exempt
WORK SCHEDULE: Part-time; up to 20 hours/week
Time Frame: Temporary appointment expires on or before July 31st, 2020.

GENERAL STATEMENT:

The Programs & Events Assistant will assist with the management and execution of the various academic, social, and leadership programs and events hosted by ASI. They will be responsible for helping the programs and leadership staff to coordinate all of the logistics prior to the event, as well as helping to support the respective student representative during and/or immediately after the program.

REPORTS TO:

Executive Director (or their delegate)

CONDITIONS OF EMPLOYMENT:

Continued employment in this position is dependent upon the mutual consent of ASI and the employee. The condition of employment for this position is such that the employee can be terminated by the Executive Director at will.

DUTIES:

- Assist the Executive Director and d or their delegate in managing the various events and programs sponsored fully or in part by ASI.
- Maintain the semester event database by helping to gather and categorize relevant event information, including room reservation needs, food requests, guest information, and descriptive promotional blurb.
- Help review room reservations and food requests/Banquet Event Orders (BEO) to ensure accuracy.
- Demonstrate thorough understanding of ASI's philosophy, and convey this to department colleagues, campus partners, program participants, and University guests through excellent written, verbal, and public communication skills.
- Provide knowledgeable, accurate, and courteous support via phone, email, and in person in order to ensure a positive service experience for students, parents, campus partners and University guests.
- Maintain a clean and safe work environment.
- Maintain strict adherence to safety procedures.
- Assist with recruitment of volunteer opportunities for Cal State LA students in ASI.
- Assist the marketing team with promoting programs and events.
- Attend regularly-scheduled staff meetings.
- Assist with other programs, projects, and tasks of Associated Students, Inc. as needed and assigned.

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PREFERRED SKILLS AND QUALIFICATIONS:

- Must be a current Cal State LA student with a minimum semester and cumulative GPA of 2.3.
- Strong written and oral communication skills, including public speaking and presentations.
- Ability to work independently and in a high pressure/high volume work environment, with heavy public contact.
- Ability to learn quickly.
- Demonstrated positive attitude.

An Equal Opportunity/Title IX Employer

In addition to meeting fully its obligations under federal and state law, Associated Students, Inc. is committed to creating a community in which a diverse population can live and work in an atmosphere of tolerance, civility and respect for the rights and sensibilities of each individual, without regard to economic status, ethnic background, political views, religion, sexual orientation, or gender identity or expression.

Upon request, reasonable accommodations will be provided to individuals with protected disabilities to (a) complete the employment process and (b) perform essential job duties when this does not cause an undue hardship.

If you are interested in applying for this position please submit your application [via Cal State LA Handshake](#). If you have any questions please call us at 323-343-4778.

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Deleted: with a resume to the ASI Administrative Office, 2nd Floor, University-Student Union, room 203 during regular office hours.