



## ASI PROGRAM COORDINATOR

Pay Range: \$45,417 - \$65,660  
Work week Class: Full-time, Non-Exempt  
Work Schedule: 5/40 with occasional nights and weekends  
Responsible to: Executive Director

### GENERAL STATEMENT

The ASI Program Coordinator is responsible for the oversight and coordination of ASI's co-curricular programming agenda. The Coordinator trains, mentors, and guides student government leaders with their planned activities and provides leadership in the creation and execution of events and activities that meet the mission and goals of ASI. The focus of the programming includes academic, social, cultural, wellness, and leadership development. The Coordinator serves as ASI's primary event manager and is responsible for the coordination of logistics prior to the event, as well as providing management oversight during and after the program. The position requires independent judgement and action during events and is responsible for the safety of student participants.

The Program Coordinator is a member of the full-time staff of ASI and provides support to the overall administrative functions for the organization, while actively collaborating with the academic departments, the Division of Student Life, including student organizations, the University-Student Union, the Center for Student Involvement, the Cross Cultural Centers, Student Health Center, and other programming departments on and off campus.

### REQUIRED QUALIFICATIONS:

- Bachelor's degree from an accredited institution.
- One (1) year of full-time professional work experience in student services and/or event planning.
- Ability to work with ethnically diverse and culturally pluralistic student body and staff.
- Creativity, high motivation, organization, and coordination abilities.
- Knowledge of and skill in budgeting, fiscal management, and reporting.
- Experience with event planning and risk management and mitigation, as well as insurance requirements.
- Excellent oral and written communication skills.
- Ability to motivate, advise, and work closely with college students.
- Knowledge of and commitment to the principles of student development.
- Demonstrated ability to work successfully with students, professionals, and administration.
- Experience with computer applications and software, such as MS Office.

### DESIRED QUALIFICATIONS:

- Masters degree in Counseling, Student Development/Student Personnel, or Higher Education is preferred and may be substituted for one year of experience.
- Contract negotiation and execution experience.
- Experience in training and development.
- Experience in evaluation, assessment, and data analysis.



## ESSENTIAL DUTIES AND RESPONSIBILITIES

- **Program Management**
  - Coordinate ASI's signature programs and serve as a liaison to campus-wide event planning committees.
  - Maintain ASI's event database that tracks event details (such as reservations, contracts, budget, attendance, and outreach).
  - Evaluate program effectiveness and report on program outcomes regularly.
  - Review and approve all event logistics details to ensure accuracy.
  - Manage the programming budget and financial paperwork for ASI's events and work closely with the Associate Executive Director for accurate reporting and documenting of expenditures, contracts, and revenue.
  - Serve as the primary contact for hired vendors and performers involved with ASI programs, initiate offers and contract negotiations, and see contract terms are met through the execution of the program.
  - Instill and reinforce procedures through the oversight of events and create an environment that is safe and welcoming for all student participants.
  - Provide excellent customer service with knowledgeable, accurate, and courteous support to students, University administrators, faculty, guests, and partners.
  - Support the Director of Graphics and Marketing with the promotion of ASI's programs and events.
  - Provide leadership for collaborative programming opportunities between ASI, University departments, and community organizations.
  - Assist the Executive Director with the coordination and direction of the Alternative Break study abroad program.
- **Advising and Leadership Development**
  - Advise, coach, and mentor student programmers and student leaders.
  - Assist in the development and oversight of the training of new student leaders and volunteers.
  - Oversee the recruitment of volunteers for ASI.
  - Advise and provide support to ASI standing and ad hoc committees.
  - Assist with facilitation and logistics of leadership trainings, events, and the summer retreat.
  - Implement student voter registration and mobilization efforts.
  - Assist in the development of learning outcomes and the assessment of those outcomes for student leadership training programs and report on progress toward training goals.
  - Coordinate the ASI elections process along with the Elections and Outreach Commissioner, Elections Committee, and University designated representatives.
- **Administrative Responsibilities**
  - Demonstrate a 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.
  - Educate students on ASI's policies, University policies, California Education Code and Title V of the State of California.
  - Oversee event budgets and ensure accurate filing of paperwork and fiscal elements of student programs.



- Consult with students and staff, both within ASI and externally, to develop new or emerging programs that benefit the campus community and meet the strategic needs of ASI.
- Attend regularly scheduled staff meetings.
- Assist with other programs, projects, and tasks of Associated Students, Inc. as needed and assigned.
- Other duties as assigned.

### **CONDITIONS OF EMPLOYMENT**

This position has an At-Will employment status. Continued employment in this position is dependent upon the mutual consent of the Associated Students, Inc. and the employee. ASI or the employee can terminate the relationship at any time (which may or may not be subject to a fourteen-day notice).

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. 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.

A background check (including a criminal records check) must be completed satisfactorily for an employment offer to remain valid. Failure to satisfactorily complete the background check may affect the application status of applicants or continued employment of current ASI employees who apply for the position.

### **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, sexual orientation, or other personal characteristics or beliefs. Upon request, reasonable accommodations will be provided to individuals with protected disabilities to (a) complete the employment process and (b) perform essential job functions when this does not cause an undue hardship.

### **ABOUT CAL STATE LA**

California State University, Los Angeles (Cal State LA) is one of 23 campuses within the California State University system. The University is the premier comprehensive public university in the heart of Los Angeles. We offer nationally recognized programs and our faculty have a strong commitment to scholarship, research, creative pursuits, and service.

As a federally recognized Hispanic-serving (HSI) and Asian-American, Native American, and Pacific Islander-serving institution (AANAPISI), Cal State LA recognizes the transformative power of education and embraces its duty to identify and serve the needs of all of its students. The University is committed to creating a community in which a diverse population of students, faculty, and staff can thrive.

### **TO APPLY**

Complete the ASI Full-Time Staff Application (<https://asicalstatela.org/sites/default/files/content/upload/2021/08/asi-full-application.pdf>) and submit the signed application to Barnaby Peake at [bpeake@calstatela.edu](mailto:bpeake@calstatela.edu). The position will remain open until filled.