

Associated Students, Inc. of California State University, Fresno

PROGRAM COORDINATOR – ASSOCIATED STUDENTS, INC.

JOB ANNOUNCEMENT #18-933

POSITION SUMMARY:	<p>Program Coordinator – Part-time, temporary position with Associated Students, Inc. of California State University, Fresno. Under direction of the ASI Director of Operations, the Program Coordinator is the primary position responsible for the delivery of the various programs and events offered by Associated Students Inc. (ASI). The position requires good rapport and close working relationships with the Executive Team, ASI Staff, and campus community members. Incumbents of this class must possess maturity, sound judgment, initiative, organizational skills, event management skills and the ability to communicate effectively. Incumbents must also possess active loyalty, effective interpersonal relationships at all organizational levels and with the public, and knowledge and understanding of Associated Students, Inc. objectives and priorities.</p>
ESSENTIAL JOB FUNCTIONS:	<p>Under the direction of the ASI Director of Operations, the incumbent will be responsible for the following. Typical duties include, but are not limited to:</p> <ul style="list-style-type: none"> • Serves as the Program Coordinator for ASI, develops and manages the planning and implementation of its programmatic components • Works closely with the Executive Vice President on senate related projects • Select, train, supervise, and evaluate student employees and volunteers • Organize community service projects for students that work to improve the community and ASI’s relationship with the community • Receive and screen visitors and telephone calls, providing information and resolving complaints which regularly require the use of judgment and the interpretation of a variety of policies and procedures • Create expense proposals and budgets as they relate to projects while maintaining appropriate records for accounting purposes • Prepare correspondence, memorandums, and reports; review media/marketing materials for completeness, accuracy, formatting compliance with policies and procedures, and appropriate English usage and University standards. • Provide support by scheduling and preparing materials for meetings, and when requested maintaining minutes of discussions and actions taken or required • Work effectively in a fast-paced, multiple-task, and multiple-interruption environment and successfully complete many different tasks accurately and in a timely manner • Develop and maintain filing and record keeping systems for ASI activities • Conduct a variety of special projects • Other duties as assigned
REQUIREMENTS & EXPERIENCE:	<p><i>To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.</i></p> <ul style="list-style-type: none"> • High school diploma or GED. • At least one (1) year experience in related area. • Preferably with non-profits and/or government operations • Possess have high level of management and organizational skills • Have good interpersonal skills and the ability to handle sensitive and confidential situations. Position continually requires demonstrated poise, tact and diplomacy • Must be able to interact and communicate with individuals at all levels • Must be familiar with both State and CSU Auxiliary policies and procedure. • Ability to listen to information, accurately document pertinent facts and make note of any further action. • Must have knowledge of a variety of computer software applications in word processing, spreadsheets, database and presentation software.

	<ul style="list-style-type: none"> • Must be able to give continual attention to detail in composing, typing and proofing materials, establishing priorities and meeting deadlines. Must be able to work in a fast-paced environment with demonstrated ability to juggle multiple competing tasks and demands (i.e., multi-task). • Must have working understanding of budgets. • Must have a thorough knowledge of modern office equipment, office practices and procedures. <p>Preferred</p> <ul style="list-style-type: none"> • Bachelor’s Degree from a four (4) year college or university in Event Management, Communications, or closely related field.
COMPENSATION:	\$16.00-\$18.00 per hour; DOE. Salary will be commensurate and competitive with experience and qualifications.
DEADLINE:	Application review begins June 20, 2018; open until filled.
TO APPLY:	<p>Please visit the Auxiliary Human Resources page at www.auxiliary.com for job announcement and application. Applications may be mailed, emailed, faxed or delivered in person to:</p> <p>California State University, Fresno Auxiliary Human Resources 2771 E. Shaw Ave. (there is no suite number) Fresno, CA 93710 Fax: (559) 278-0988</p> <p>E-mail completed application & resume to: HRAUX@LISTSERV.csufresno.edu</p>

RESUMES WILL NOT BE ACCEPTED WITHOUT COMPLETE APPLICATION

California State University, Fresno is a smoke free campus. For more information, please click <http://fresnostate.edu/adminserv/smokefree/index.html>

Employment for this position is by the Associated Students, Inc. of California State University, Fresno. This is not a State of California position.

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