

ASI Assistant Director – Student Programs & Events

Auxiliary Employee | This is a position for employment with Associated Students Inc. (ASI). This is not a position for State employment with CSU Channel Islands. For payroll purposes, this position will be hired by University Auxiliary Services (UAS), an auxiliary corporation of CSUCI. While the incumbent of this position will be considered a UAS employee for payroll and benefits purposes, the incumbent will be an ASI employee, which reports to the Division of Student Affairs.

RESPONSIBILITIES & DUTIES:

ASI Student Programs

- Supports the oversight of ASI programs providing guidance and counsel on a regular basis to the ASI Student Programs Coordinator for ASI Student Government and The CI View and to ASI Student Programs Coordinator for Student Programming Board. Serves as the Student Government Co-advisor with the ASI Student Programs Coordinator- Student Government & CI View.
- Provides direction, consultation, and support for The CI View student news publications, including website, broadcasting, print editions, and email weekly.
- Provides direction, consultation, and support for the ASI Election process.
- Guides the development and implementation of ASI's student program objectives, strategies, and outcomes.
- Guides the development, implementation, analysis, and reports on assessment of ASI student programs to ensure that identified outcomes are being met.
- Collaborates with the ASI Assistant Director for Student Union and Student Services in the development and implementation of cohesive ASI student leadership development goals, retreats & trainings.
- Oversees the process of recruiting, and hiring all ASI Program student leaders, and provides leadership for staff orientations, trainings, development, supervision, and evaluations.

ASI Events

- Oversees the advisement of Student Programming Board (SPB), their event development and implementation, supporting student success and ensuring compliance with campus and system-wide risk management and financial policies.
- Develops and oversees the implementation of signature ASI programs & events, and an ASI event calendar, including Student Programming Board events.
- Fosters collaboration with various campus partners to enhance student experiences, knowledge, and resource access at ASI/SPB events within the ASI Student Union and across campus.
- Promotes quality, efficient, effective, and student-centered event planning processes, and event execution for ASI programs.
- Reviews and evaluates ASI-sponsored programs to ensure that appropriate risk management precautions and procedures are in place or developed; ensures that ASI-sponsored programs, services, and activities are in compliance with the risk management requirements of the California State University system and California State University Channel Islands
- Serves as a liaison working with the University Events office & other campus event partners.

ASI Administration & Budget Management:

- Coordinate overall ASI/SU assessment planning and goal setting in collaboration with ASI Executive Director and ASI Assistant Director – Student Union and Student Services.

- Collaborates with the ASI Executive Director and ASI Assistant Director – Student Union & Student Services to compile and submit reports, including the ASI annual report and Strategic Initiatives divisional annual report.
- Assists with ASI policy and procedure development and implementation; identifies and drafts policy and procedure changes for consideration by the ASI Executive Director and the ASI Board of Directors.
- Working with the ASI Executive Director, develops and implements an ongoing marketing and promotion plan for ASI.
- Develops and administers the annual budget for ASI and ASI programs in consultation with the ASI Executive Director.
- Provides financial oversight for the ASI Operational Budget. Monitors expenditures on a regular basis to ensure fiscal compliance. Generates budget reports, monitors accounting, purchasing, cash handling, and general business functions.
- Assists in developing budget proposals for review by the ASI Board.
- Assists with creating and regularly reviewing budget policy and overseeing financial procedure development and implementation for ASI.
- Serves as a liaison with the Division of Business and Financial Affairs which provides accounting, procuring, budgeting, and cashiering services to ASI/SU.
- Oversees the ASI Programs Coordinators in the development and administration of Student Programming Board's (SPB), Student Government and The CI View student news budgets including the process for submitting funding requests as part of the annual budgeting process and conducting quarterly budget meetings.
- Assists with supporting the ASI budget process as needed.
- Supports ASI Programs Coordinators' work with the ASI Administrative and Budget Analyst and CI's Procurement department to review vendor contracts (performers, printers, vendors, artists, etc.) as well as to ensure policy compliance and mitigate liability and risk.
- Assists in implementing and ensuring compliance with CSU Executive Orders, the California Education Code, coded memos, and ASI, DAA, and CI policies and procedures. Assists ASI in maintaining California non-profit status.
- Serves as a primary building marshal for the Student Union building.

REQUIREMENTS OF POSITION:

REQUIRED QUALIFICATIONS:

- Bachelor's degree in college student affairs or related field required.
- At least five years of progressively responsible professional experience working in college student affairs, student programming, or higher education.
- Demonstrated ability to provide programmatic and departmental oversight.
- Management and supervisory experience, or any equivalent combination of education and/or experience from which comparable knowledge, skills and abilities have been achieved.
- Knowledge of applicable university infrastructure, policies, and procedures.
- Knowledge of and demonstrated commitment to diversity, equity and inclusion (DEI) and DEI practices and initiatives.
- An understanding of and the ability to apply student development theories.
- Outstanding written and oral communication skills and the ability to deliver effective presentations to groups of varied size and composition.
- Ability to work a variable schedule as needed, including evenings and weekends.

PREFERRED QUALIFICATIONS:

- Master's degree in student affairs, higher education, or related field.
- Knowledge of Associated Students, Student Unions, or student affairs principles and practices.
- Knowledge and understanding of CSU policies and procedures, including auxiliaries.

A background check (including a criminal records check) must be completed satisfactorily before any candidate can be offered a position with **ASI and UAS**. Failure to satisfactorily complete the background check may affect the application status of applicants or continued employment of current **auxiliary** employees who apply for the position.

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, revised July 21, 2017, as a condition of employment.

Hiring Range: \$5,650 - \$6,066 per month