

Associated Students, Inc. of California State University, Fresno

PROGRAM ASSISTANT – ASSOCIATED STUDENTS, INC.

JOB ANNOUNCEMENT #18-975

POSITION SUMMARY:	Part-time, temporary position with Associated Students, Inc. of California State University, Fresno. The Program Assistant works as part of the programs department at ASI, and assists with coordinating events, managing programs, and increasing volunteer capacity for the organization. The Programs Assistant is also expected to work effectively in a fast-paced, multiple-task, and multiple-interruption environment and successfully complete many different tasks accurately and in a timely manner.
ESSENTIAL JOB FUNCTIONS:	Under the direction of the Program Coordinator, the incumbent will be responsible for the following. Typical duties include, but are not limited to: <ul style="list-style-type: none"> • Assist with planning and implementing ASI programs and events that respond to changing needs and interests of student membership. • Assist with recruiting, and recognizing student volunteers for campus and community service related initiatives including shared governance opportunities. • Assist with creating proposals and evaluation reports. Work effectively in a fast-paced, multiple-task, and multiple-interruption environment and successfully complete many different tasks accurately and in a timely manner. • Assist with maintaining filing and record keeping systems for ASI activities. • Conduct a variety of special projects • Other duties as assigned.
REQUIREMENTS & EXPERIENCE:	<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> <ul style="list-style-type: none"> • Currently enrolled as a student at California State University, Fresno and meets the eligibility requirements set forth by the Chancellor of California State University • Good communication and organizational skills. • Experience working with students, event planning and project management. • Attention to detail, and the ability to work with little supervision. <p>Preferred</p> <ul style="list-style-type: none"> • Minimum one (1) to two (2) years event planning/volunteer management experience. • Marketing/public relations skills preferred.
COMPENSATION:	\$12.00 per hour
DEADLINE:	Application review begins October 26, 2018; open until filled.
TO APPLY:	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: California State University, Fresno Auxiliary Human Resources 2771 E. Shaw Ave. (there is no suite number) Fresno, CA 93710 Fax: (559) 278-0988 E-mail completed application & resume to: HRAUX@LISTSERV.csufresno.edu

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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