

Activities Assistant

- Pay Classification: Student Assistant Level II; \$14.50-\$15.25 per hour.
- Work Schedule: Up to 20 hours per week as assigned.
- Training Period: 90 days probationary period with possibility of extension.

General Statement:

Under the supervision of the Program Coordinator, the Activities Assistant is responsible for the planning, publicizing/marketing, execution and evaluation of activities and events for the Loker Student Union (LSU) Events office. The Activities Assistant will perform clerical tasks and actively participate in booking talent and vendors, complete related paperwork, contracts and marketing orders for the daily operation of the LSU Events office.

Specific Duties & Responsibilities:

- Plan and coordinate a variety of student-focused events in congruence with the LSU co-curricular model/goals.
- Assist with the development, implementation, marketing, event logistics and assessment of programs for the LSU.
- Research availability and cost of entertainers, speakers, bands, novelty acts, games and/or other activities.
- Ensure timely creation, dissemination, and return of necessary contracts and vendor data forms.
- Coordinate various aspects of programs and events (i.e. facility, equipment, and catering reservation).
- In conjunction with the Program Coordinator, assist with recruitment, retention and management of membership.
- Utilize various methods, marketing, and social media strategies to engage, communicate, and disseminate information to members and campus community.
- Conduct ongoing assessments, researching students' needs and desires regarding LSU programming.
- Interpret data, generate and report assessment findings to appropriate LSU staff for decision making purposes.
- Generate marketing requests, ensure timely and accurate marketing materials/campaigns are produced.
- Engage in co-sponsorships, in effort to build collaborative relationships with campus departments/organizations.
- Attend events and handle assigned responsibilities to help ensure success of all LSU events/programs.
- Maintain calendars, documentation, permits, contracts, receipts and assessments in organized filing system.
- Ensure that the work area/event area is clean, organized and well-maintain for a safe environment.
- In conjunction with the Program Coordinator, develop and report the LSU Events mid and end-of-year reports.
- Adheres to LSU, and Student Assistant Employee Handbook policies and procedures.
- Attend required student employee staff meetings, trainings, and additional LSU Board or sub-committee meetings.
- Assist with other duties and/or special projects as assigned.

Skill Requirement:

- Willingness to work with an ethnically diverse and culturally pluralistic student body and staff.
- Possess and display excellent customer service in all interactions; maintains professional and courteous demeanor.
- Effective listening, strong interpersonal, oral and written communication skills for work in a team environment.
- Good organizational skills: able to prioritize, complete assignments, meet deadlines, and handle a variety of tasks.
- Serve as ambassador/role model for the LSU by providing high energy, enthusiasm, and effective communication.
- Must be self-motivated, able to work independently, able to work under pressure and to apply good judgment.
- Computer literacy: Microsoft Word and Excel.
- Knowledge of general office system (phone, fax, copier, printer, scanner, etc.).
- Knowledge of student activities/unions, and/or programming experience, preferred.

Employment Eligibility:

Employment with LSU is open to any qualified CSUDH student enrolled at least half time, 6 units undergraduate or 4 units graduate, and has a legal right to work in the United States. In addition, the student employee must at least have a 2.0 cumulative G.P.A. for undergraduate students and 3.0 cumulative G.P.A for graduate students. Individuals enrolled only in extension courses are not eligible for hire.

Closing Date:

Review of applications will begin on **Monday, March 18, 2019** and continue until the position is filled; however, the position may close when an adequate number of qualified applications are received. You may print an applications from our website: www.lsucsudh.org click on employment or visit our administration office in the Loker Student Union Room 131.