



EMPLOYMENT OPPORTUNITY

Associated Students
at Sacramento State

STUDENT ENGAGEMENT COORDINATOR

Position Summary:

The Associated Students, Inc. Student Engagement and Outreach Department enhances the collegiate experience of Sac State students by increasing their awareness of ASI resources and providing them with meaningful engagement and leadership opportunities. Under the direct supervision of the Associate Director of Student Engagement and Outreach (SEO), the Student Engagement Coordinator is responsible for oversight of the ASI Hot Spot student engagement office, setting a standard for customer service and relations that focus on timely and consistent interactions with students, faculty and staff. Additionally, the Student Engagement Coordinator will provide leadership for ASI campus events by supervising student event coordinators and planning and executing programs that engage students in campus life programs and services.

TIME BASE: Full-Time with Benefits

COMPENSATION: \$15.87 per hour

APPLICATION DEADLINE: TBD

ESSENTIAL DUTIES & RESPONSIBILITIES:

Manage the use and services of the ASI Hot Spot during operational hours, supporting students and other visitors who come to utilize the space. Inclusive of maintaining documentation for all Hot Spot operations.

Serve as a liaison between ASI A-Team staff for the purpose of assisting the Associate Director with the coordination of project management, inclusive of entering, documenting, and tracking design progress using project management software, and ensuring client expectations are met.

Oversee the recruitment, selection, training, supervision, and evaluation of the A-Team Event Coordinators.

Advise ASI student staff on all facets of event and program management including contracts, room reservations, purchasing, budgets, promotions, outreach, and general campus policies, rules, and regulations.

Serve as the lead event coordinator for various ASI annual events including, but not limited to, the ASI Block Party, a signature winter and spring event, and the ASI Student Employee Awards Celebration.

Develop new programs that seek to engage students at the ASI Hotspot and with ASI resources, programs, and services.

Collect event planning and event evaluation reports detailing attendance, problems, suggestions, etc. and compile a summary each semester for Student Engagement and Outreach.

Assist with purchasing, check requests, and the management of a budget, meeting established deadlines and advising the Associate Director of budget related concerns.

Coordinate and maintain the organization of all SEO staff schedules and contact lists each semester.

Manage time and attendance of direct reports, inclusive of bi-weekly payroll procedures, time sheet correction, time sheet approvals, and time sheet submissions.

Maintain and update private scholarship information on the ASI website.

Participate in staff development programs for Student Engagement and Outreach to enhance personal and professional development.

Serve as an active member of the department, attend meetings, and contribute to departmental goals and objectives.

Other duties may be assigned.

CORE COMPETENCIES

- Exceptional customer service skills
- Ability to communicate effectively both verbally and in writing with staff, and public
- Good analytical and problem-solving skills
- Ability to follow oral and written instructions
- Success in planning, organizing, and coordinating programs and activities
- Self-motivated and comfortable with taking initiative
- Cooperative working relationships with students, staff and university administrators.
- Ability to work effectively and collaboratively with a diverse student population

MINIMUM QUALIFICATIONS

- Must have a Bachelor's Degree
- Knowledge of windows-based personal computers – Microsoft Word, Excel, Outlook
- Previous administrative support/office experience
- Experience with organization and management of projects
- Budget management skills
- Ability to lift, move and/or carry up to 50 pounds

PREFERRED QUALIFICATIONS

- Background in program planning, implementation, and evaluation
- High attention to detail
- Strong organization, communication, and leadership skills
- Ability to handle multiple projects at one time
- Previous supervisory experience
- Previous leadership experience

HOW TO APPLY: Please apply online at : <https://748.dayforcehcm.com/CandidatePortal/en-US/asi/> and upload your resume and cover letter.

Associated Students is a nonprofit corporation and an auxiliary organization of California State University, Sacramento providing a wide range of programs and services to the students of CSUS. ASI employees are not state employees.

Associated Students is an Equal Opportunity employer.

www.asi.csus.edu

Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act Statement

In compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, California State University, Sacramento has made crime statistics available on-line at <http://www.csus.edu/aba/police/cleryact.html>.